

Online Course Development Form

Please complete items 1-11 before submitting this form to your Department Chair and/or Dean. When approved, a scanned copy will be sent to UCCOnline (ucconline@umpqua.edu) to begin next steps. See bottom of form for description of next steps*.

| Subject Matter Expert (SME) Information | |
|--|--|
| 1. Name: | |
| 2. Will the SME teach this course online? | Will the SME be the faculty lead? If not, who? |
| 3. Check all that apply. Has the SME: | |
| <ul style="list-style-type: none">• Taught this course F2F before?• Been trained in using Canvas?• Completed Accessibility training?• Created an online course before?• Taught online before?• Completed QM training? | |
| Course Information <i>(Must be an existing course in the catalog)</i> | |
| 4. Course Title: | |
| 5. Course Code (e.g., PHL201): | |
| 6. First term course is to be offered online: <i>Note: Two full terms are required for quality course development.</i> | |
| <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring Academic Year: | |
| 7. Number of course credits: | |
| 8. What type of course delivery format? <input type="checkbox"/> Online course (100% online) | |
| <input type="checkbox"/> Hybrid course (A portion of clock hours is scheduled face-to-face and remainder online) | |
| Justification for request | |
| 9. Please provide a brief justification for developing this course, including how it will benefit students. | |
| 10. Is this course a requirement for any programs(s)? If "Yes" please list the programs(s): | |

11. Would developing this online course affect a specific program or programs? Are there program changes or strategic program goals that this course will address? Please explain.

Approval Signatures and Stipend Authorizations. **To be completed in collaboration with Dean/UCCOnline.*

Current course outline must be attached to this form (Current within 3 years) I have reviewed outcomes and attached the course outline

| | |
|-------------------------------------|---|
| Department Chair recommends: | Name: |
| | Signature: Date: |

| | |
|----------------------------------|---|
| Academic Dean recommends: | Name: |
| | Signature: Date: |

Stipend Amount: **Notes:**

Level 1 Level 2 Level 3 Level 4

For information on stipend levels see the Faculty [CBA](#).

Without Stipend

Budget Source: _____

_____ _____

UCCOnline Representative Signature **Date**

***Upon approval, the SME/faculty lead will be contacted by UCCOnline regarding the first meeting and next steps (see below).**

SME:

- Regularly meets with UCCOnline to establish course deliverables and timeline, progress updates, and various topics (e.g. course outcomes and alignment, accessibility and universal design, student engagement)
- Participates in recommended training as identified by UCCOnline (e.g. Accessibility, Canvas, Quality Matters, Best Online Teaching Practices, Regular Substantive Interaction)
- Collaborates and meets with UCCOnline as needed throughout the first term the course is taught and student feedback is received.

UCCOnline notifies the Department Chair and Dean upon completion of course development.