

Proposal for Online Program/Course

REACH guides the complete instructional design cycle, through developing and delivery of online course to evaluating outcomes for revisions before the next offering. After this form is approved, indicated with all signatures, the development process with REACH begins. Deadlines for course development and completion are critical. Complete courses meet Quality Assurance of Online Learning standards and are ready for students on the first day of class. Incentive payments, if available, are limited to developing fully online programs and general education courses.

I. Contact Information

Faculty/Author Name: _____ Date: _____

E-mail Address: _____ Office Phone: _____ Cell: _____

II. Proposed Program and Course Information

Select which type of proposal applying for: __ Online Course __ Online Program (*skip to IIb*)

a. For Online Course (*General Education Courses priority*):

1. When will proposed online course section be initially offered? _____

2. Course Prefix and Number: _____ Course Title: _____

3. Pre-requisites: _____

Catalog description of course: (*If funding is available, payment requires permanent catalog number; No special topics*)

4. Course contributes to Online Program Name: _____

5. **Program Core Course?** __Yes/No **Elective?** __Yes /No

Additional information? _____

6. Average number of students who currently enroll in this face-to-face class? _____

b. For Online Program attach the following information:

- Online Program description
- list of courses with descriptions, pre-requisites; identify any that need curriculum approval for catalog
- course delivery sequence; full program completion cycle for students
- length of courses
- proposed enrollment limit per section
- names of faculty who are to develop which courses; any intent to hire additional faculty/staff
- degree plan for program; supporting minor options, if needed
- proposed program launch date
- propose marketing strategies; special considerations

III. Online Training and Development Process

- Developed and approved courses are recommended for subsequent instructors to utilize.
- Faculty complete Canvas training in use of Canvas learning management system (LMS) prior to starting course development. Contact REACH for more information.
- Faculty complete Online Teaching & Learning class prior to teaching online, if needed.
- If incentive funds are available and apply to proposal, compensation will be paid in two increments: half after



session census date of term the course is offered; half at end of session upon completion of course outcome review with instructional designer in preparation for next delivery. Compensation is subject to University of Texas benefits and taxes.

IV. Approvals

Instructor: I am committed to having this online course ready for students during the semester indicated above and receiving training as needed.

Course Instructor: _____ Date: _____

Instructor: I am committed to having this online course ready for students during the semester indicated above and receiving training as needed.

Course Instructor: _____ Date: _____

Department Chair: I have reviewed the details of the proposed online offering of this online course/program and give my approval to schedule it when ready.

Department Chair: _____ Date: _____

College Dean: I approve of the instructor(s) developing and offering the proposed online course as described above.

College Dean: _____ Date: _____

Director of REACH – UTPB Online: REACH will provide professional development, staff assistance, and technical support during development and delivery of online course/program listed above.

Director: _____ Date: _____

Provost/Vice President of Academic Affairs Acknowledgement of Approved Proposal

Provost/VPAA: _____ Date: _____