

**DISTANCE EDUCATION COURSE PROPOSAL AND REVIEW FORM**  
**(revised Fall 2010)**

**I. Please answer all questions below (if you run out of space, please write legibly on the back of the form.)**

**II. Please attach course syllabus with Student Learning Outcomes**  
(If this is a new course, attach this form to the New Course Curriculum Action Proposal Form.)

Course alpha and number: \_\_\_\_\_  
Course number: \_\_\_\_\_  
Course title: \_\_\_\_\_  
Course instructor: \_\_\_\_\_  
Today's date: \_\_\_\_\_

1. Please check one

\_\_\_\_\_ Proposal for revision of existing course  
(When was this first offered as a DE class?) \_\_\_\_\_

\_\_\_\_\_ Proposal for new DE course:

2. What **modalities or methods of instruction** will you use? (please provide estimated percentage of modality used in conducting the class).

Internet: \_\_\_\_\_  
TV: \_\_\_\_\_  
Lab: \_\_\_\_\_

Other (please specify): \_\_\_\_\_

3. **A)** Is there an existing classroom version of the course? Yes / No

**B)** If yes, what modifications (if any) have you made to ensure comparable student learning (e.g. new or changed assignments, changes in criteria for student projects, change in weighting of grades, changes in methods of evaluating student performance).

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4. **A)** What technological support and/or access is needed for the course? (e.g: software, cable access, hardware etc.)

For Instructor Delivery:

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For Students to take the course:

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**B)** Have you included appropriate information regarding student technological needs in course syllabus/description? Yes/ No

5. **A)** What is the source of material used in the course?

**B)** If it is copyrighted, have you obtained permission to use it? Yes No

6. What methods of individualized student-instructor interaction are used in the course? Please indicate which methods used.

\_\_\_\_ E-mail

\_\_\_\_ Bulletin Board

\_\_\_\_ Phone

\_\_\_\_ Scheduled online chat where you are present

\_\_\_\_ Fax

\_\_\_\_ Office consultation

\_\_\_\_ Eluminate

\_\_\_\_ Skype

\_\_\_\_ Other (Please specify - \_\_\_\_\_)

7. What is the frequency and nature of **structured** instructor to student interaction?

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8. What is the frequency and nature of **structured** student to student interaction?

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9. How is the student's grade determined? Please indicate break down of graded components of the class.

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10. What methods are used to \*authenticate\* student work? Explain all safeguards you are using to prevent dishonesty.

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11. What assessment methods will be used to evaluate achievement of Student Learning Outcomes?

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12. How will you evaluate student satisfaction with the course and DE program?

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13. Do you have any additional comment(s), (for example reasons why you are offering the course, programs supported by this course etc.)?

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Signature                      Course instructor:                      Date:

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Signature                      Division Chair                      Date

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**Distance Review Board Use Only**

The board met on \_\_\_\_\_ and approved / disapproved the course as a distance education course. Disapproval does not preclude approval as a classroom or other type of course.

Board comments: (attach meeting minutes)

Board Chair's signature: \_\_\_\_\_ Date: \_\_\_\_\_