

For deadlines and instruction visit: <https://online.unm.edu/admin-resources/index.html> | Email: unmonlineproposals@unm.edu, 505.277.2528

Online Course Proposal Form

New Course Proposal Redesign Course Proposal

Faculty name:	Title /Status (Prof, Lecturer, TA, Adjunct):
Faculty email:	Department:
Course Subject and Number:	Course Title:
Credit hours:	Expected course cap:
Last semester course was offered online:	When can you begin working on this course?

Anticipated semesters to offer course. The Academic Unit's commitment is to offer the course online for at least 3 semesters
 First Semester/Year: _____ 2nd Semester/Year: _____ 3rd semester/Year: _____

Faculty Experience
 Check all that apply Taught this Course Taught this course with UNM Learn Taught a Fully Online Course at UNM
 What courses have you taught online and when did you last teach online?

Submit a supporting memo with information on why the Academic Unit wishes to offer the proposed course (e.g., preparing to launch an online degree completion or fully online degree program). Include answers to the following questions:

1. Is the course a graduation requirement? This means the course can be used to fulfill degree requirements, even as an elective. If yes, describe. *It may be the course is a major, minor, or gen ed requirement.*
2. Is there a specific degree, or degrees, for which the course is a requirement/elective? If yes, identify each degree's formal name.
3. For each degree identified in item (2), which of the required courses are offered online? Provide a copy of each degree plan. Indicate on it whether, and when last, each course was offered online. *It is acceptable to submit a screen capture of a degree plan from the UNM Catalog; a departmental degree plan handout; or something similar*

Development Requirements and Stipend Information

All required meetings must be scheduled in advance through Loboweb/Banner. This includes orientations, exams, and exams with specific proctoring times/needs. While it best to offer your course 100% online with no scheduled meetings, no more than 25% of an online course can require face to face meetings.

The course must be developed in collaboration with the Center for Digital Learning. Development must be based on the UNM Online Course Standards Rubric.

Stipends may be available for developing an online course for the first time to compensate for some of the additional work.

- Is the academic unit requesting a development stipend? ___ Yes ___ No
- Stipends are generally available for full or part of term courses 8 to 16 weeks in length and for three credits.
- Stipends are not available for programs or courses receiving development funds from other sources
- If a stipend is not available for this course offering, would you still like to develop and offer the course online: ___ Yes ___ No

The stipend is transferred to the faculty's college when the course is fully developed, has passed review, and being offered online for the first time.

- Development is based on the UNM Best Practices Rubric: <https://cdl.unm.edu/assets/docs/unm-online-course-standards-rubric.pdf> and assessed by a review team, with processes established by the Online Course Advisory Council and results reported to you.
- Distribution of development stipends to faculty is at the discretion of both the college and the faculty's department.

Signature Approvals

The Academic Unit agrees to offer the course online for at least 3 semesters, and understands that the content in a course that receives a development stipend is jointly owned by the instructor and the department and can be reused for subsequent UNM online courses. Additionally, the Academic Unit agrees to the stipulations and timeline for development of the course and the transfer of development stipend funds.

Faculty Signature: _____ Date: _____

Department Chair: _____ Chair's Signature _____ Date: _____

College Dean: _____ Dean's Signature _____ Date: _____

Course Proposals are due prior to the final schedule build date each semester. Email completed and signed forms to onlinescheduling@unm.edu