Online Course Proposal Form

Course Information	
Course Subject and Number:	**Course Title:**
Credit hours:	**Expected course cap:**
Department Offering Course:	**Length of course:** □ 8 weeks □ 16 weeks □ Other

Type of proposal: *Please choose one* □ NEW □ REDESIGN *If the department is interested in offering this as an Accelerated Online Program (AOP) course, contact* aop@unm.edu *directly.*
Semesters course will be offered. *Your Academic Unit is committing to offer this course for at least 3 semesters:*
Has this course been offered under a different Subject / Course Number / Title? □ YES □ NO Please list each alternate Subject / Course Number / Title:
What degree program(s) does this course contribute to?
Provide the most current degree/certificate requirements in an <u>ATTACHED DOCUMENT</u>. If any new requirements are being proposed through the UNM curriculum approval process, please also provide the proposed requirements and the status in that process. *For example of how to present requirements see last page.*
Does the department intend to offer the degree(s) specified above as a(n) online degree completion program(s)? Please explain:
Is this course a part of the UNM General Education curriculum? □ YES □ NO
Please describe the demand for this course. For example, is this course usable for professional credentialing or licensing? Do offered sections fill to capacity?

Information on Instructor Building Online Course (IBOC)
Name of IBOC:
IBOC email:
Title/Status (Prof, Lecturer, TA, Adjunct):
When can the IBOC begin working on the course?
Has the IBOC ever taught online at UNM before? □ YES □ NO Please specify the course(s) and the semester/year the IBOC taught online:

If the IBOC has taught this course before, specify which of the following modalities the IBOC has taught it in *(check all that apply)***:**

☐ Face-to-face ☐ Hybrid (half-online, half face to face) ☐ OSYNC / ITVP ☐ Web-enhanced

☐ Remote Scheduled ☐ Remote Arranged ☐ Has not taught this course before at UNM

See Teaching Modalities document for descriptions of modalities

Has the IBOC completed the following UNM trainings:

- **Evidence Based Practices for Teaching Online (EBPTO) training since Fall 2019?** ☐ YES ☐ NO
  - ○ Which semester and year did the instructor complete the course? Please include the date if the instructor is currently registered for the EBPTO training:
- **Regular & Substantive Interaction (RASI) training?** ☐ YES ☐ NO
- **Any Center for Teaching Excellence (CTE) professional development?** ☐ YES ☐ NO
  Please explain:

Has the IBOC successfully completed a course review by UNM's Center for Digital Learning? ☐ YES ☐ NO
Check all of the types of review the IBOC has successfully passed:

☐ Golden Paw ☐ Quality Matters (national initiative can be earned outside of UNM) ☐ MOP/AOP course

☐ Successful Remote Arranged course review ☐ Foundational Course Design Review

Please list the courses for which the reviews were successful:

Development Requirements and Stipend Information

UNM Online stipends are available for all courses that successfully complete a Foundational Course Design Review, including newly developed online courses and courses which have been previously offered online. To be eligible for a review stipend:

- Course must be developed in collaboration with the Center for Teaching & Learning. The IBOC must meet at least once with their assigned instructional designer to be eligible for a Foundational Course Design Review.
- Course must adhere to the UNM Online Excellence Framework: https://ctl.unm.edu/onlineframework/
- Course development must be based on the Foundational Course Design Elements and any applicable Special Considerations from the UNM Online Learning Excellence Framework.
- Courses must adhere to federal regulations on Regular and Substantive Interaction and Web Content Accessibility Level 2 Guidelines (WCAG). Regular and Substantive Interaction (RASI) training is accessed through Learning Central.
- Distribution of review stipends to instructors is at the discretion of both the college and the IBOC's department. Consult with your department regarding payment methods before requesting a Foundational Course Design Review as policies around stipend payouts vary among colleges/schools.
- The stipend is transferred to the IBOC's college/school upon successful completion of the Foundational Course Design Review and implementation of all required changes.
- Stipends will only be paid for reviews successfully completed within the semester the review was requested. Deadlines are provided in the Foundation Course Design Review page and in email communications.

Is there alternate funding for this course? *For example, is this course part of an accelerated online program (AOP)?*

☐ YES ☐ NO

Please describe this funding:

Signature Approvals

The department 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 department agrees to the stipulations and timeline for development of the course and the transfer of Foundational Course Design Review stipend funds.

Faculty Signature: _____ Date: _____

Department Chair: _____ Chair Signature: _____ Date: _____

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

Example of Degree Plan

	FOR EXAMPLE PURPOSES ONLY	Credit Hours
	Core Courses (thesis and project)	
MSST 507	Museum Practices (Offered Online FA 19)	3
MSST 575	Museum Interpretation (Proposed SP 20)	3
MSST 576	Museum Collection Management (Offered Online SP 19)	3
MSST 585	Seminar in Museum Methods (Proposed SP 20)	3
MSST 586	Practicum: Museum Methods (Offered Online SU 19)	3
	Plan I (Thesis)	
MSST 599	Master's Thesis (Offered Online FA 19)	6
	Cognate Discipline Courses	12
	Plan I Total	33
	Plan II (Project)	
MSST 598	Graduate Project	3
	Cognate Discipline Courses	15
	Plan II Total	33