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 Academic Unit 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 <u>this course</u> 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 <u>since Fall 2019</u>?** ☐ 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

Please list the courses for which the reviews were successful:

Development Requirements and Stipend Information

UNM Online development stipends are not available for courses receiving development funds from other sources.
Stipends may be available for developing an online course for the first time to compensate for some of the additional work. **To be eligible for a development stipend:**
- The course must be developed in collaboration with the Center for Digital Learning.
- Development must be based on the UNM Online Course Standards Rubric: https://cdl.unm.edu/assets/docs/online-course-standards-rubric-pdf.pdf
- The UNM Best Practices Rubric is assessed by a review team, with processes established by the Online Course Advisory Council and results reported to you.
- Stipends are generally available for full or part of term courses 8 to 16 weeks in length and for 3 credits
- Stipends are not available for programs or courses receiving development funds from other sources
- The stipend is transferred to the faculty's college when the course is fully developed and has passed CDL review.
- Course must pass CDL review by the stated deadline. Deadlines are in the approval memo sent to the department and available at the UNM Online website for deadlines
- Distribution of development stipends to faculty is at the discretion of both the college and the faculty's department

Is the Academic Unit requesting a development stipend? ☐ YES ☐ NO

If a stipend is not available for this course offering, would the Academic Unit still like to develop and offer the course online?
☐ YES ☐ NO

Is there alternate development 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 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 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