

**Online Curriculum and Development Committee Proposal Form:
New Online Courses and Existing Courses Moving Online**

Course name and catalog number:

This is a new online course

This is an existing course moving to online

All online courses must use the Marywood Brightspace online course template. I acknowledge that I have read and understand this statement. *(Initial Here)*

This course will be:

Asynchronous online

Synchronous online

Hybrid

Hyflex

A combination of asynchronous and synchronous

Course Instructor:

The same instructor who designed the course will most likely teach the course

OR

The course will be taught by other instructors (or a combination of original designer and other instructors)

Proposed Implementation Date:

Has the course been/or will be approved by: UGCC GCC

(If the course is new, then the proposer will need to submit proposals to both OCDC and either UGCC or GCC simultaneously. Otherwise, if it is an existing course, then proposer will only need to submit proposal to OCDC for approval of modality change.)

Prior to submitting this proposal, the course instructor is required to consult with the Educational Technology Manager or designee to discuss relevant logistics, i.e., training and support, timelines for course development, course shell template, accessibility considerations, etc. Prior to this consultation, the course designer should preview the [most recent QM Standards](#).

Date of conversation:

Brief summary of conversation/recommendations (*attach additional documentation if needed*):

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1. In planning this course, has the department been guided by relevant policies for online learning, including:

- [The LMS policy](#)
- [The Training for Faculty Teaching Online policy](#)
- The enrollment caps for online courses [Currently 15-20 but can go up to 25 at the discretion of the dean.]

Yes Date:

- No If not, then please explain:

2. How will the design of this online course ensure that students interact with the content, course instructor, and other students in the course as per regular and substantive interaction required by NC-SARA? Here are some [examples](#). *(attach additional documentation if needed)*

3. Will this course require additional software/technology purchases (including assistive technology or software)? Yes No

If yes, then has your department consulted with IT regarding any network/security implications?

Yes Person/Date:

No A meeting with the Educational Technology Manager must occur before proceeding.

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4. Does this change of modality impact other programs or departments (e.g. in the case of cognate courses)? Yes No

If yes, then how so? (*attach additional documentation if needed*)

If yes, then has your program consulted with those chairs/directors?

Yes Person/Date:

N/A

5. Does the change of modality impact your program's accreditation standards / requirements / evaluation?

Yes No

If yes, please state your plan for addressing this impact (*attach additional documentation if needed*):

6. Will this change of modality require additional financial or other resources?

Yes No

If yes, then how so? (*attach additional documentation if needed*)

Has your college dean been consulted about the availability of these resources?

Yes Date:

N/A

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Approval Signatures:

Person Submitting Proposal Date

Department Chair/Program Director Date

Dean of Academic Unit Date

OCDC Chair Date

Provost Date

[Once the document is signed by the provost, copies will go to the OCDC co-chairs, the proposal submitter, the registrar, the educational technology manager, and the appropriate undergraduate or graduate curriculum committee chair.]