Online Curriculum and Development Committee Proposal Form
Program-Level Change of Modality

Name of degree program:

Current modality:
- In-person   Online
- Hybrid   HyFlex

Proposed modality:
- Hybrid   Online   HyFlex

Online components of courses in the proposed program will be:
- Entirely or largely asynchronous
- A fairly even mix of synchronous or asynchronous

Entirely or largely sychronous (i.e. Zoom)
None of these (please explain below):

Proposed Implementation Date:

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

Prior to submitting this proposal, the program is required to consult with the Educational Technology Manager or designee to discuss relevant logistics (like training and support, timelines for course development, course shell templates, accessibility considerations, etc.) and possibilities. Prior to this consultation, the course designer should preview the most recent QM standards.

Date of conversation:
People participating (*attach additional documentation if needed*):

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

1. In planning this program, 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 no, please explain (*attach additional documentation if needed*):

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2. Will this program require additional software/technology purchases (including assistive technology or software)?

    Yes   No

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

    Yes   Person/Date: _____

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

3. Does this change of modality impact other programs or departments (e.g. those who teach cognate courses?

    Yes   No

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

    Yes   Person/Date:

    No   If no, please explain your plans and/or rationale (*attach additional documentation if needed):*

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

    Yes   No

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

5. How will this shift of modality impact your area's staffing during the first **semester?** (*attach additional documentation if needed*)

6. How will this shift of modality impact your area's staffing during the first **academic year?** (*attach additional documentation if needed*)

7. Will this change of modality require additional financial or other resources?   Yes   No

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

 If yes, has your college dean been consulted about the availability of these resources?

   Yes   Date: _____

   No   If no, please explain your plans and/or rationale (*attach additional documentation if needed*):

8. Which of the following best describes your program, as you currently envision it?

● Most courses will be designed and built by the instructors who teach them.

● Most courses will be designed and built by the instructors who teach them, though the program may adopt a common LMS template for all courses in the program (so that all courses have the same look and layout)

● There will be a mix of courses designed and built by the person who teaches them and of courses designed and built by a lead teacher but then taught by other instructors.

● Most courses will be designed and built by a lead teacher but then taught by other instructors.

● Other (*please describe and attach additional documentation if needed*):

9. Has there been a departmental or program vote in support of this change in modality?

   Yes   Date: _____

   No   If no, please explain (*attach additional documentation if needed*):

10. How will your program orient students and prepare them to succeed in an online modality? (Consider, for example, both how you will prepare them for the logistics of online learning and of navigating Marywood---use of tech tools and shifts in instructor expectations and time management strategies---and how you will foster a relationship-rich Marywood education through interactions with faculty and other students.) *Attach additional documentation if needed*:

11. What is the rationale for changing the modality of this program? (*attach additional documentation if needed)*:

12. How will your program monitor and assess the success of this change in modality? (*attach additional documentation if needed*):

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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, electronic copies of the proposal go to the OCDC co-chairs, the department chair, the Registrar, the Educational Technology Manager, the Marketing Director, and the chairs of undergrad and grad curriculum committees.]