

## Introduction

This application must be submitted in order to design or redesign an online or hybrid course in partnership with the Center for eLearning and Connected Environments (CeCE). If your proposal is approved by the college, this form is submitted to CeCE and will be prioritized for development. CeCE will contact you upon the initial receipt of the application and, again, at the time a start date for the course design has been assigned. There is no deadline as applications are accepted throughout the year.

## Course Development Process

All faculty must complete the eLearning Facilitation Workshop prior to designing a course. If your course is accepted for development, your course design will be scheduled by CeCE. Faculty course developers are paired with an instructional designer for the duration of the project, which depends on the needs of each individual course and faculty member. Once the course design has been completed, it must be reviewed for UCOonline Quality

compliance and documented by Academic Affairs for online offering before it can be listed on the class schedule. Course authorizations are maintained by CeCE and must be in current standing in order for a class to be offered. Faculty receive compensation for each course development project.

## UCOonline Quality

The University of Central Oklahoma is committed to supporting faculty in the design and development of high quality, interactive, and engaging elearning based courses. The Academic Affairs Online Course Quality Policy (UCOonline) affirms UCO's institutional commitment to creating quality learning experiences for students. To support this policy, CeCE works with faculty to ensure that elearning courses meet the same rigorous standards applied to face-to-face courses.

## Questions?

Please feel free to contact Rhonda Barnett, [rbarnett@uco.edu](mailto:rbarnett@uco.edu), 405.974.5350.

## Form Instructions

**Section One:** This section is to be completed by the faculty designer proposing the new or revised course. Fields should be completed as accurately as possible. Upon completion of the first page of the form, the document will be signed electronically and forwarded to the appropriate department chair or program director for review.

- 1.1 **Faculty Information.** Fill in information regarding the faculty member proposing the course design. To see if you are certified to teach online, please see the [UCO eLearning Quality Certified Faculty Dashboard](#).
- 1.2 **Departmental Information.** This is required to identify the department where the course will be housed and to identify the appropriate department chair.
- 1.3 **Course Information.** A new course is one that has never been taught in online or hybrid format. Existing courses may either be **expiring**, which requires courses to be reviewed in order to continue being offered, or a **significant revision** in the event that a course hasn't expired but needs to be significantly changed. A **copy of a recent syllabus** must accompany applications for existing courses.
- 1.4 **Course Demand.** This information helps departments and CeCE assess the immediate demand for the course development being requested.
- 1.5 **Course Role.** This information defines how this course fits into the curriculum of your program and the university. [University core](#) courses are required by all students that earn a degree from UCO. An **introductory course** serves as a survey of a given field. [Major requirements](#) are taken by all students in a particular degree program, while [Major electives](#) are listed as an option on a degree sheet, but not specifically required.
- 1.6 **Course Innovations.** This information indicates your plan or interest to utilize innovations in your online course. **Low or no-cost such as the Open Electronic Resources (OER) textbook/course materials** reduce the overall cost of a course for students. **Transformative Learning** indicates that you wish to incorporate transformative learning opportunities into your course design. **Blended Learning Initiatives** indicate that your course is part of a series or project in collaboration with CeCE and your program.
- 1.7 **Course Design Type.** Please review the information and descriptions of the design types at <http://cece.uco.edu/coursedesignguide/index.html> by selecting **Working with CeCE** on the navigation bar.

**Section Two:** This section is to be completed by the department chair or program director. **Course priority** indicates the importance of the proposed course in relation to the rest of a program's current offerings or other course development proposals. **Additionally, please state which semester this course, once designed, will first be offered.** If the form is approved, it should be forwarded to the dean's office for final approval. If the course development application is denied by the department chair, the form will be returned to the faculty submitting the request with an opportunity to give a reason for the denial.

**Section Three:** This section is to be completed by a representative of the dean's office. **Course priority** indicates the importance of the proposed course in relation to the rest of a college's current offerings or other course development proposals. If the course development proposal is approved, the form can be electronically signed and forwarded to [cece@uco.edu](mailto:cece@uco.edu) or Campus Mail Box 170. If the proposal is denied, the form will be returned to the department chair.