

Distance Education Proposal: Approval to Develop

A course is considered distance education (DE) if more than 50% of its instruction occurs when students and instructors are not in the same location, and the primary mode of delivery is electronic.

- **Approval Requirement:** All new DE courses must be approved by the Distance Education Committee (DEC) prior to the start of course development.
- **Submission Timeline:** The Approval to Develop form must be submitted at least 20 weeks before the intended course start date. Once approved, the Division of Academic Innovation (DAI) will assign an Instructional Designer to support the development process.
- **Quality Matters (QM) Review:** When the course is fully developed and ready for students, the faculty member must notify DAI via email to initiate a Quality Matters (QM) review. The QM review request must be submitted at least 4 weeks (20 business days) prior to the semester start date. Note: For courses beginning in January, the Approval to Deliver form and QM review request must be submitted by November 15th due to the winter holiday schedule.
- **Assistance:** Please contact your DEC committee representative for assistance completing this form.
- **Electronic Signatures:** Typed names on the signature lines of this form are considered electronic signatures.

Course Developer Information

Course Director/Instructor:	School/College:
Contact Phone:	Program/Department:
Email: @unthsc.edu	Degree/Cert Name:
Course Director's Supervisor:	
Number of learners expected to enroll in the course:	

Course Information

Course Prefix and Number:	Number of Credit Hours:
Course Title:	Actual first day of class: Number of weeks included in the course:
Is this course - Fully online <input type="checkbox"/> or Hybrid/Blended <input type="checkbox"/>	

Names of teaching faculty (**each will need to finish the PTTO course**):

	Yes	No	
Is this course/activity already listed in the school's course catalog?	<input type="checkbox"/>	<input type="checkbox"/>	How many TAs are planned? (1:15 ratio is expected; All must go through TA Bootcamp training and FERPA training)
Will this course/activity use teaching assistants?	<input type="checkbox"/>	<input type="checkbox"/>	
Will this course/activity be part of an approved degree or certificate program?	<input type="checkbox"/>	<input type="checkbox"/>	

Course Information

What is the Course Description from the University Catalog?

List the Course level learning goals and/or objectives:

Which degree/program level learning outcomes align to this course?

Which Accreditation standards align to this course (if applicable)?

I am requesting approval to proceed with developing this distance education course. I understand that the course will not be made available to students in Canvas until it has successfully completed the Quality Matters (QM) review conducted by DAI.

Course Director E-signature:

Course Director's Supervisor E-signature:

Date Submitted:

Please email the completed form to AcademicInnovation@unthsc.edu

For Distance Education Committee and DAI Use:

Assigned Instructional Design Consultant

This box is reserved for DAI Executive Director comments.

DAI Executive Director E-signature:

☐

Approved

☐

Disapproved

Date:

DEC Chair E-signature:

☐

Approved

☐

Disapproved

Date: