



New Online Course Development Proposal Form (FY09)

Description:

Western Illinois University will fund the development of up to eleven new online courses to be offered in Fall 2009. Typical funding will provide \$5,000 per course using a team approach with the assistance of the Center for the Application of Information Technology (CAIT) and the Center for Innovation in Teaching and Research (CITR). Course development work must be completed by June 30, 2009 to receive payment.

For more details see:

- Online course development process
- Online course development timeline (FY09)

Deadline for Submissions:

For this funding cycle, proposals for new course development will be accepted through December 5, 2008.

Submit Proposals to:

Dr. Richard Carter

Director, Non-Traditional Programs

Horrabin Hall 6

Telephone: (309) 298-1929

Fax: (309) 298-2226

Email: R-Carter@wiu.edu



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Does this course have any cross listing with another department? Yes _____ No _____

If yes... Which department/course # _____

Note: both department chairs are required sign this proposal.

II. Justification/Curricular Fit

Please provide the following information about the proposed course:

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1. Describe the course and attach the course syllabus including course objectives and assessment plan.
 2. How does this course fit into a program and curriculum (i.e. Is it the last of a set of courses that would lead to a major or degree online?/ Is this the first of a set in a series of courses that will be converted to online format?)?
 3. How does development of this course fit into the overall mission for the program or University and provide greater access to individuals who are time and location bound?
 4. How do you envision the course educational objectives will be met when the course changes to an online modality?
 5. Does the course meet any of the following priorities (please explain):

Undergraduate course:

- One general education requirement (WIU/IAI)
- Dual general education requirements (WIU/IAI)
- General graduation requirement (FYE, WID)
- Upper division course requirement
- Satisfy a minor available online
- More than one minor available online

Graduate course:

- Required graduate course (core or exit)
- Required graduate course (core or exit) that serves more than one program
- Required certificate course
- Required certificate course that is used for more than one certificate
- Focus, depth, directed elective, or area of specialization course for a graduate program
- Focus, depth, directed elective or area of specialization course that is used in more than one graduate program
- Elective course that fulfills requirements for the graduate program or certificate
- Elective course that can be used in more than one degree or certificate program
- The course enables the program or certificate to be offered entirely online



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III. Online Background

Have you ever taken an online course? Yes _____ No _____

Have you ever taught an online course? Yes _____ No _____

Have you ever developed an online course? Yes _____ No _____

Have you ever completed any WesternOnline training? Yes _____ No _____

If you answered yes to any of the questions above, please explain:

IV. Agreement

Conditions for Course Development funding (must check all).

_____ I agree to follow the online course development process and complete the course by June 30, 2009.

_____ I agree to attend the CITR Best Practices Training during the months of January and February, 2009 (see agenda).

_____ I agree to work with CAIT to ensure online course requirements are met (see requirement checklist) prior to receiving payment in the amount of \$5,000.

_____ I have read and will comply with Western Illinois University's Intellectual Property Policy (<http://wiu.edu/personnel/bot/regulations/2a.php>).

Applicant's Signature: _____ Date: _____

Co -Applicant's Signature: _____ Date: _____
(if applicable)



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I have reviewed the proposal and additional information and concur that the remuneration request for course completion is in line with WIU-UPI contractual language.

If course is cross listed with another department, both department chair signatures are required.

Department Chair's Signature: _____ Date: _____

Department Chair's Signature: _____ Date: _____
(if applicable)

College Dean's Signature: _____ Date: _____

Internal Office Processing:

Approved for funding _____ Not Approved for funding _____

Date _____ Signature _____