Spring 2025 Course Proposal and Approval Form
Online Course Development Program (OCDP)

Contact Information

Name:

Phone #:

Email:

Department Chair:

College Dean:

Course Information:

Course Title:

Course ID:

Credit Hours:

Academic Department:

College: Please Select

Are you available to attend the required Quality Matters APPQMR workshop:
9:00 a.m. – 4:00 p.m. on 08/15/2024?

◯ Yes ◯ No

Will this course be schedule as an online course (.AO, .NO, .ND or .NS) in the Fall 2024 schedule of classes?

◯ Yes ◯ No

Is this course part of an online program? ◯ Yes ◯ No

If yes, which online program?

Where does this course fall in the program (early on, mid-program, end of program)?

Is this course in Core 39? ◯ Yes ◯ No

Please explain how the online development of this course fills a gap in current offerings or increases access to educational opportunities:

Please describe the anticipated enrollment for this course:

Please describe the target audience for this course, such as part of a cohort, nontraditional or traditional, already working in the industry, level (freshman, sophomore, etc.):

Has this course been offered online previously? ◯ Yes ◯ No

If yes, did you teach it or was it taught by a colleague?

Is this a previously QM Certified course going through for recertification? ◯ Yes ◯ No

Has this course been developed previously through the Online Course Development Program?

◯ Yes ◯ No ◯ Unsure

What do you wish to change about your course through OCDP? Check all that apply.

- ☐ Brand new development of this course for Online
- ☐ Modify to accelerated format
- ☐ Complete overhaul of the existing course
- ☐ Improve course navigation, content, and aesthetics.
- ☐ Textbook edition change only
- ☐ Incorporate Open Educational Resources (OER)/low cost resources
- ☐ Update objectives
- ☐ Revise assessments
- ☐ Revise lectures
- ☐ Add more engaging activities or multimedia assets
- ☐ Address accessibility concerns
- ☐ Update tools/instructional technology

Overall, what outcomes do you hope to see by having this course go through OCDP and QM certification?

Do you have data to support the revisions you wish to make to this course (course feedback, retention data, program review data, etc.)? If yes, what is the data?

By signing and submitting this Course Proposal and Approval Form, you agree to and understand the following:

- Attend the Quality Matters APPQMR workshop 9:00. a.m. - 4:00 p.m. 08/15/2024
- Attend 2 cohort sessions (each is 60 minutes long).
- Complete all module activities within the OCDP Blackboard site.
- Attend scheduled meetings with my assigned instructional designer
- Present your course design at the faculty showcase event at the end of the program.
- Develop the entire course (including lectures, quizzes, assignments, projects, exams, etc.) prior to the QM Course Review.
- Participate in the QM Course Review and make the necessary changes (if any) to meet QM standards prior to the start of the semester.
- Estimated time commitment to complete all the program requirements of the OCDP is 60+ hours.
- Payment of the course development stipend will only be released after all program requirements are met.

DUE DATE: 07/15/2024. Email completed form to online.support@usi.edu.

**Online Learning will obtain signatures from you, your department chair, and dean after this form has been received.

Stipend Information:

For faculty, the stipend ($1000/credit hour not to exceed $4000 for a new course development) or ($1000 total for a course revision) paid pursuant to this Program is pay for the performance of duties that are outside the scope of the academic period of their contracted agreement and, for administrative staff, for the performance of duties that are outside the usual position function and schedule.

The development of the course with stipend is a Works-Made-for-Hire per USI's Intellectual Property Policy. Faculty may elect to participate in OCDP without earning the stipend.

By signing this Course Proposal and Approval Form, the College Dean and Department Chair agree to schedule this fully online course (.AO, .NO, .ND or .NS) in the Spring 2025 schedule of classes.

*Note: No signatures required for initial submission, just your Banner ID.

Banner ID

Faculty Signature Date:

Approvals:

Department Chair Signature Date:

College Dean Signature Date: