



ONLINE/HYBRID PROGRAM DEVELOPMENT WORKSHEET

This worksheet should give you an idea about how the proposed distance education course may fit into your Division/Department's overall program curriculum and the resources your department can allocate for course development. Fill in the fields with the information about the proposed course. At the end of the worksheet there are recommendations to help inform your Department's decision about whether or not to continue with the online/hybrid course development process.

It is recommended that this form be completed and reviewed by both the faculty in charge of the course proposal and the head of the Division/Department.

HOW DOES THIS COURSE FIT INTO THE CURRENT PROGRAM PLAN?

GENERAL PROGRAM OVERVIEW

PROPOSAL FOR NEW COURSE

PROPOSAL FOR EXISTING COURSE

TYPE OF COURSE

Check all that apply:

Check all that apply:

GE

GE

Transfer

Transfer

Degree

Degree

Certificate

Certificate

Elective

Elective

EXPECTED NUMBER OF SECTIONS

Enter number here

Enter number here

EXPECTED ENROLLMENT

Enter number here

Enter number here

FREQUENCY COURSE IS OFFERED

Click to choose an option from the dropdown menu below:

Click to choose an option from the dropdown menu below:

Every semester

Once a year

PROPOSED DISTANCE EDUCATION MODALITY

Click to choose an option from the dropdown menu below:

Click to choose an option from the dropdown menu below:

Online

Online

WHAT IMPACT WILL THIS COURSE HAVE ON THE DEPARTMENT'S ENROLLMENT NUMBERS?

The proposed course is meant as a way to boost enrollment.

Yes No

The proposed course is meant as an alternative mode of delivery for the current number of students taking this course.

Yes No

The proposed course is meant to reduce the amount of students on the unpaid waitlist.

Yes No

IS THIS A COURSE THAT COULD BE PART OF A GE/DEGREE/CERTIFICATE FAST TRACK?

The proposed course could be part of a GE/Transfer/Degree/Certificate fast track.

Yes No

WHAT FACULTY RESOURCES ARE AVAILABLE FOR COURSE DEVELOPMENT?

- a. Number of faculty in department trained to design online courses:
- b. Number of faculty in department trained to teach online courses:
- c. Budget considerations:
- d. Course release options:

CONSIDERATIONS FOR COURSE PROPOSAL

1. HOW DOES THIS COURSE FIT INTO THE CURRENT PROGRAM PLAN?

If this course is not part of a GE/Transfer/Degree/Certificate track, it may be a good idea for your department to postpone creating an online/hybrid course in this C&I cycle. At present, the goal of the Distance Education Department is to help departments develop high impact courses and those courses that fit into either a GE, Transfer, Degree, or Certificate pathway.

2. WHAT IMPACT WILL PUTTING THIS COURSE ONLINE HAVE ON THE DEPARTMENT'S ENROLLMENT NUMBERS?

If this is a course that will offer an alternative mode of delivery for students or will help to reduce the number of students on waitlists for course sections, then this may be a good course to propose for the distance education format. If this course will not add significantly to enrollment numbers or mitigate the number of waitlisted students, then it may be best to delay proposing this course in the current C&I cycle.

3. IS THIS A COURSE THAT CAN BE PART OF A GE/DEGREE/CERTIFICATE FAST TRACK?

If this is a course that can be developed in conjunction with another course (eg Eng 1A and 1B) to fast track students, then this may be a good course to propose for the distance education format. Part of the goal of the Distance Education Department is to help departments create high quality courses that allow students to move through their chosen pathways more conveniently and successfully.

4. WHAT FACULTY RESOURCES ARE AVAILABLE FOR COURSE DEVELOPMENT?

Developing an online/hybrid course that meets [Federal, state](#) and [WASC quality standards](#) takes about [300 hours on average](#). Faculty must be [trained in online instruction](#) and cleared by the Distance Education Department in order to develop and/or teach distance education courses. If faculty in your department are not yet trained in online pedagogy, this should be taken into consideration in terms of your department's timeline for course development. Training to teach online currently takes about 2 semesters. It is also important to note that online/hybrid course development will also require that faculty receive course release time during the development process.