YSU DISTANCE EDUCATION APPLICATION TO DEVELOP OR RE-DESIGN AN ONLINE COURSE

DISTANCE EDUCATION (DE) DEFINITIONS

Payment for the development or re-design of an online course is covered under the YSU-OEA Agreement 2011-2014. Only courses that are web-based fall under the jurisdiction of this article. For purposes of identification and payment, web-based courses are classified as follows:

Web-based (WB) – 100% online course where students interact asynchronously with the instructor and other students. Students do not meet in a traditional classroom setting during the semester. Although there is no set time for instruction, there are likely deadlines placed on assignments. Off-campus proctored exams and/or presentations may be required at authorized proctoring sites or at designated locations in compliance with the Higher Education Opportunity Act (HEOA) provision regarding student authentication. The following also applies:

1. All WB courses are to be developed and taught within the platform selected for use at YSU.
2. All WB courses are to be developed using the YSU DE template. Developer templates will be introduced and discussed in detail in one of the Development workshops.
3. No course can be developed and taught in the same term.

By signing this form, the faculty member agrees to comply with these best practices

Directions:

Please use MS Word to fill in this form. If the course you are developing is a NEW COURSE, prior to completing the form, please be sure that your course has received all appropriate approvals. When you have completed the form, print it out and sign where indicated. Give the signed form to your Chair for signature. The Chair will then forward the application to the Dean who will then forward it to the Provost's Office. [Instructor → Chair → Dean →Provost →DE Director]

A) DEVELOPER INFORMATION:		
Faculty member's name:		
Classification:	If Full Time, state your rank:	
Office Number:	Phone Number:	Email:

If this course is being developed as a joint (collaborative) effort, list ALL individuals, **including yourself**, who will be involved in the development process. All individuals participating in the development process must have participated in the appropriate training as provided by the Quality Matters or the YSU Office of Distance Education. These include but are not limited to: eYSU Rubric Training and/or Apply the Quality Matters Rubric Workshop (required by all developers), and LMS (blackboard) training. QM Peer Reviewer Training is required for individuals on a QM peer review team.

Name of Developer(s)	Department	I have had the minimum training as outlined above.	Percent of total WH
		☐	
		☐	

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A) COURSE INFORMATION:

Definition of DE Course Development: Course development provides the framework for systematic planning, development, and adaptation of instruction based on identifiable learner needs and content requirements. In this context, development consists of appropriate instructional design, which includes but is not limited to the course structure and organization, syllabus creation, and content development. Course development is, therefore, considered as work-for-hire. Materials developed in this manner usually may not be duplicated without permission, and the organization receives credit if others use the materials. These materials DO NOT include the development of multimedia ancillaries or test banks developed by individuals as course enhancements. Those works are considered as individual or joint faculty efforts and are governed by Intellectual Property rules and regulations (see the YSU/OEA 2011-2014 Agreement).

Definition of DE Course Re-Design: An online course qualifies for course redesign if it falls under one or more of the following three categories:

- Accessibility: re-working of the online course so that it incorporates newer technologies to ensure equal access to all.
- Consistency of learning outcomes: re-working content across several sections of the same course being taught by different faculty in order to more accurately measure learning outcomes.
- Quality: to ensure that content is current, pedagogically sound, and learner centered.
- Scalability: re-working the content in order to accommodate growing numbers of courses/sections that could be offered and taught each term.

College:	Department:
DE Course Title (For example, ENG 1550):	
Bulletin Page Number:	
Bulletin Description:	

PLEASE CHECK THE APPROPRIATE BOX AND COMPLETE THE RATIONALE.

☐ **RATIONALE FOR REQUEST FOR DEVELOPMENT** (Include any information regarding anticipated enrollment, or whether the course is being developed to support an approved online program).

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☐ **RATIONALE FOR REQUEST FOR RE-DESIGN** (Include any major revisions to the course under consideration in your rationale)

Signature of each Faculty Member(s) involved in the course development:

_____ Date _____

_____ Date _____

Signature of Department Chair in which course is being offered

_____ Date _____

CHAIR recommendation to Provost: ☐ Approve ☐ Disapprove

Rationale:

Signature of Dean in which course is being offered

_____ Date _____

DEAN recommendation to Provost: ☐ Approve ☐ Disapprove

Rationale:

A copy of the signed form must be sent to the faculty developer, the Chair, Dean, and the DE Director.

DE DIRECTOR Recommendation to Provost: ☐ Approve ☐ Disapprove

_____ Date_____

PROVOST (or Provost's designee): _____ Date_____

☐ Approve ☐ Disapprove

DE DIRECTOR: Course Certified on Date: _____ by _____

Approved Course Name: _____

After the course has obtained QM certification, the Office of Distance Education will initiate the supplemental payment and inform all parties regarding this certification.