

## **Seaver College Proposal Application for New Online and Hybrid Courses**

***To be completed by the faculty member offering the proposed course.*** As part of your proposal application, you must provide a statement from IT detailing the technology and resource needs, availability of the needed technology, space, and responses, and feasibility in terms of any new technology or implementation.

Why is this course to be offered as a hybrid or online course?

What are the learning outcomes for this course, and how does it fit into the overall curriculum for the intended students?

What is the percentage breakdown of face-to-face versus self-guided, technology-enhanced, and online teaching?

What are the resource requirements from LMU and the enrolled students in this course? What services and support will IT provide, and how will course evaluations be conducted?

What is your experience with the technology to be employed in the course? Do you have or need any relevant training to run the online/technology-enhanced portion of this course?

How frequently do you plan to offer this course, and what is the anticipated enrollment?

How will this course be assessed and evaluated?

### ***To be completed by the department chair or program head***

How does this hybrid or online course contribute to your department/programs curricular needs or goals?

What adjustments in terms of faculty time or other resources will be required to allow this course to run as an online or hybrid course?

How often do you anticipate running this course in your department/program, are other faculty in your department/program able to teach this course, and what is the expected enrollment?

Do you recommend this course be approved as an online or hybrid course offering?

Do you approve of the assessment and evaluation plan for this course?

***Completed proposals will be reviewed by the Curriculum Committee for Seaver College. After review by the Curriculum Committee, the recommendation will be forwarded to the Dean for Provisional Approval for the course to be taught for up to three semesters. A formal Usability Check that implements all aspects of the online and technology-enhanced learning must be completed by the faculty and ITS no later than two weeks before the semester begins, ideally sooner. Once the course has been taught, it is eligible for a Course Review and Final Course Approval.***

***Appeals will be directed to the Dean of Seaver College.***

***Required Timeline (for courses scheduled for the next academic year assuming a one-year schedule)***

***Course Proposals Due by November 15***

***Provisional Approval Due by February 15***

***Usability Check Encouraged by May 15 – Statement signed by faculty and ITS verifying working check completed must be submitted to Dean’s Office for Curriculum Committee review no later than two weeks before class begins***

***Course Review (including completed assessment and evaluations) and Final Course Approval no later than three semesters of teaching the course. Review and letter of support signed by chair of department or program director and submitted to the Curriculum Committee for review and recommendation to the Dean for final approval.***