**College of Education Hybrid or Online Course Proposal Form**

Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Modality:  Hybrid (20-50% online) or  Online (>50% online)

Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Maximum Enrollment: \_\_\_\_\_\_\_\_\_\_\_\_\_

The initial offering of a given course by a given instructor in a hybrid or online modality is established through consultations between the instructor of record, the department chair, an instructional designer, and the Associate Dean. The intent of this process is to facilitate such consultation. A new approval is required when a new instructor will teach a previously approved hybrid or online course.

**Please complete and attach the following to this proposal:**

1. A draft syllabus for the course in the proposed modality.
2. Hardware and software requirements for students to participate in online class meetings (synchronous or asynchronous):
3. Any meeting dates and times for synchronous class meetings beyond those session times indicated in the class schedule.

Please identify any one-time resources or support necessary for the instructor to develop the above course in the stated modality:

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**Universal Design for Learning (UDL):**

San Diego State University is committed to providing equal educational opportunities for ALL of its students; therefore, it is imperative that hybrid and online course materials adhere to UDL standards. Universal Design requires faculty to strive to present materials and conduct assessments in ways that are accessible to all students, including those who may have documented physical or cognitive challenges. The goal is to maintain the essential elements and learning outcomes of a curriculum, while providing multiple paths for students to assimilate course materials and demonstrate their knowledge. Information about how to make your print and online course materials can be found at http://access.sdsu.edu/facultychecklist.htm#tutorials

**Community of Inquiry Survey:**

Please note that all instructors of online and hybrid are strongly encouraged to administer the Community of Inquiry (COI) survey at the completion of the semester for their online courses. This instrument measures essential features of well-designed hybrid and fully online courses: teaching presence, social presence, and cognitive presence. SDSU Instructional Technology Services (ITS) provides support for instructors in using the COI feedback to continuously improve / refine their courses.

**Please check below all that apply to the proposed instructor and course:**

 Instructor has participated in the Course Design Institute

 Instructor has participated in the ITS Online Course Training

 Instructor has not yet participated in the above training, and will seek guidance from an instructional designer

Instructor has previously taught this course:

 Face-to-Face

 Hybrid

 Online

 Instructor has previously taught other courses in the requested modality.

 Please list other courses:

 Course has been previously taught by other instructors in a hybrid modality.

 Please list recent instructors:

 Course has been previously taught by other instructors in an online modality.

 Please list recent instructors:

 Course has not been previously taught in the requested modality.

Instructor: Date:

Department Chair: Date:

Instructional Designer: Date:

Associate Dean: Date: