West Chester University
Distance Education Course Approval or Modification Form

This form is to be completed for distance education course approvals or for modification of existing distance education courses, where more than fifteen percent of in class instruction is replaced by distance education.
Please review Instructions before completing this form.

Please email this form to agrinwis@wcupa.edu when completed.

1. **Academic Unit**: ☐CAS, ☐CBPA, ☐CHS, ☐COE, or ☐CVPA   **Department:**

2. **Division:** ☐ Undergraduate   ☐ Graduate

3. **Nature of Action**
   ☐ Distance education Attribute (Existing Course)   ☐ Distance education Attribute (New Course)
      ☐ Interdisciplinary Attribute   ☐ Interdisciplinary Attribute
      ☐ Writing Emphasis Attribute   ☐ Writing Emphasis Attribute
      ☐ Culture Cluster Attribute   ☐ Culture Cluster Attribute
                                                               ☐ Other:

4. **Proposed Starting Semester/Session** (See Instructions): ☐ Fall, ☐ Spring, ☐ Summer, or ☐ Winter
   Year:

5. **Purpose of Course**
   ☐ General Education   ☐ Minor Program Requirement
   ☐ Major Program Requirement   ☐ New Program/Concentration Requirement
   ☐ Major Program Elective

6. **Present** (if modification to established course)   **Proposed** (new course)

   Course Title   Course Title
   Course Abbrev. & No.   Course Abbrev. & No.
   Student Credits   Student Credits
   Faculty Contact Credit   Faculty Contact Credit

   If not equivalent to student credits, please check: ☐

7. **Is a similar course offered in the University?**   ☐ Yes   ☐ No If **Yes**, attach justification and impact statement (see instructions).

8. **Rationale for Change**: Please attach on a separate sheet.

9. **Course Title for the Master Schedule**:

10. **Catalog Description:**

11. **Course syllabus and bibliography.** Attach to this form.

12. **May this course be taken again for credit?** ☐ Yes ☐ No

13. **How often will this course be offered?**

14. **Resources:** Are the following resources adequate? If **No**, attach justification (See instructions).

Faculty	☐ **Yes**	☐ **No**	Library/Remote Access Resources	☐ **Yes**	☐ **No**
Facilities	☐ **Yes**	☐ **No**	Instructional/Technology Resources	☐ **Yes**	☐ **No**

15. **Percentage of Course Delivered via Distance:**

    ☐ **Web-Enhanced** (CAPC Level 1 Review):   15% – 29% Online
    ☐ **Blended** (CAPC Level 1 Review):   30% -- 79% Online
    ☐ **O8 Online** (CAPC Level 1 Review):   80% – 99% Online
    ☐ **OL Online** (CAPC Level 2 Review):   100% Online

16. **Frequency of Distance Education Delivery:**

    ☐ Permanently replace traditional classroom delivery
    ☐ Rotation of distance and traditional delivery (Please attach explanation of rotation method.)

17. **Required Statement Addressing the Following Items** *(Please list statements on a separate document. Including them in the syllabus is not sufficient for review.)*:

☐ Clear statement on how online office hours are conducted; to include ways in which instructor(s) may be contacted

☐ The minimum level of student preparation needed, and, if applicable, prerequisites are clearly stated

☐ The minimum technical skills needed for students to be successful

☐ Clear statement on the required hardware (i.e. PC or Mac, webcam) and software (i.e. version of operating system or word processing software)

☐ Method of assessment/evaluation for measuring course objectives via the distance education format

☐ Method for instructing students on how to access resources (i.e. library) at a distance

☐ Method for informing students of the technical support offered, including contacts to help resolve technical problems

☐ Method for insuring the integrity of evaluation methods, including information about proctored exams, if required

☐ Method for communicating expectations for participation in online discussions, email, and other forms of communication

☐ Method for providing students with a schedule of class activities, including due dates for all course activities and, if applicable, a schedule of when students must be in attendance for traditional in-class instruction

☐ Method for ensuring appropriate student-student and student-faculty interaction through appropriate course design

☐ Method for addressing issues related to students who fall under the Americans with Disabilities Act

18. **Faculty Training:**

☐ a. Department certification/statement that faculty assigned to this distance education course have taught an online course previously or a statement from the Distance Education Office, in consultation with the department, that faculty will have undergone training before the start of the semester in which the course is offered.

19. **Verification of Student Identity:**

☐ Department certifies that the identity of a student who participates in coursework is verified by using, at the option of the instructor, methods such as – (i) A secure login and pass code (i.e. Desire2Learn); (ii) Proctored examinations; and (iii) New or other technologies and practices that are effective in verifying student identification.

20. **Online Accessibility:**

☐ Faculty member has reviewed the WCU online course checklist and will develop accessible materials as described.

21. **Originating Faculty Member**:   **Date:**

22. **Date of Receipt of Form by Associate Provost:**

23. **Recommendations:** (Please type your name, the date, and then indicate your approval by typing "Yes" or "No." Your approval choice will indicate your signature.)

Dept Chair/Prog Director:	Date:	Approval:
Academic Dean:	Date:	Approval:
Graduate Dean (if applicable):	Date:	Approval:
Council of Professional Education Convener (if applicable):	Date:	Approval:
Unit Head (if applicable):	Date:	Approval:
Final Approval Associate Provost:	Date:	Approval:
FOR ASSOCIATE PROVOST OFFICE USE ONLY:	Course CIP code (6 digits):	
	Implementation Date:	

GENERAL INSTRUCTIONS FOR SUBMITTING PROPOSALS
FOR DISTANCE EDUCATION COURSE MODIFICATIONS OR APPROVALS

A. Per the 2008 Higher Education Act (HEA) Reauthorization: "Distance education means education that uses one or more of the technologies listed in paragraphs (1) through (4) of this definition to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include— The internet; (2) One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; (3) Audio conferencing; or (4) Video cassettes, DVDs, and CD–ROMs, if the cassettes, DVDs, or CD–ROMs are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3) of this definition."

B. Faculty and Departments seeking to offer courses that are to be either offered fully at a distance or where more than fifteen percent of in-class instruction is replaced by distance education must seek approval through CAPC. Courses previously approved for the distance education attribute where the original proposal indicated the course was to be offered fully at a

distance do not have to seek additional approval should the percentage of content being delivered via distance fall below one hundred percent.

C.   In all cases, it is the intent of CAPC that Departments alert students via the course schedule: a) whether the course has a distance education component and, b) what percentage of the course will be offered via distance.

D.   Departmental plans for the frequency of offering the course on a distance education basis, and whether the department plans to supplant the normally offered course with the distance education version should be noted on the Course Modification Form (or by attachment to the form). The department should indicate whether it plans a rotation of distance education/non-distance education versions of the course, and if so, should indicate the plan of rotation.

E.   If the desired action is approval of the distance education attribute for a course already on the database, the proposal must be submitted to CAPC by a deadline of 30 days before the next scheduled CAPC meeting. The CAPC Assembly will approve/disapprove the distance education attribute for this course (as for writing emphasis and interdisciplinary courses) based on the criteria above within 30 days of submission. The 30 day approval deadline will not be in effect over the summer session.

F.   New distance education courses, excluding courses required in the major, may be approved (as courses) via the monthly CAPC circulation process and simultaneously apply to CAPC for the distance education attribute. The distance education attribute may be granted "pending approval of the course."

G.   New distance education courses that are major course requirements will go to the CAPC floor in the normal manner, as approval will also require approval of a change in program and require a Program Action form. The preparer should simultaneously apply for the distance education attribute.

H.   Course additions or revisions that are part of a curriculum revision or new program will be effective only after approval by the Provost & Associate Provost and (as applicable) by the Chancellor and the Board of Governors of the SSHE.

I.   Objections or challenges to course proposals must be submitted in writing (via email) to the Associate Provost within 15 calendar days of the course circulation.

J.   Course additions or revisions that are part of a curriculum revision or new program will be effective only after approval by the Provost and Vice President for Academic Affairs and (as applicable) by the Chancellor and the Board of Governors of the SSHE.

K.   Approved courses shall be entered into the Coarse Master Table in PeopleSoft that is maintained by the Registrar's Office.

L.   Departments may not make program or course description changes in the catalog during the catalog revision process unless those changes have been approved through the CAPC process and approved by the Provost and Associate Provost and (as applicable) the Chancellor and the Board of Governors of the SSHE. A course may not be offered by distance education or be listed with the distance education attribute in the course schedule until approved by CAPC and the Provost and Associate Provost.

INSTRUCTIONS FOR COMPLETING DISTANCE EDUCATION COURSE APPROVAL OR MODIFICATION FORM

Preparer should be alerted that the form will be returned if it is not filled out correctly.

1.   Self explanatory.

2.   Please check one. If a course is being proposed for cross-listing in both divisions, separate forms and syllabi must be submitted for each.

3.   Self explanatory. * A Condensed Format modification must also be submitted for full committee review and vote by the general assembly. A change of this nature cannot be approved through the monthly circulation process.

4.   Modality modifications to existing courses may be implemented immediately. New courses are created on the following timeline:

New and modified General Education, Major/Minor Program Requirements, New Program/Concentration Requirements: Please choose Fall, Winter, Spring, or Summer for the proposed starting semester/session. Be sure to type in the year, as well. Please note that these courses will be created in MyWCU based on the following deadline schedule:

- New courses/modifications must be approved by the <u>first</u> CAPC General Assembly Meeting of the Fall semester in order to be available on MyWCU the following Spring.
- New courses/modification must be approved by the <u>last</u> CAPC General Assembly Meeting of the Fall semester in order to be available on MyWCU the following Summer or Fall.

Modifications to General/Major/Minor Electives: Implementation follows the above deadline schedule.

New **General/Major/Minor Electives:** Please choose Fall, Winter, Spring, or Summer for the proposed starting semester/session. Please note that these courses will be created in MyWCU based on the following deadline schedule:

- New elective courses must be approved by November, in order to be available on MyWCU the following Winter or Spring.
- New elective courses must be approved by April, in order to be available on MyWCU the following Summer or Fall.

Please note that availability on MyWCU does not guarantee enrollment of students or classroom availability. Once the approved course is created by the Registrar's Office, it is the responsibility of the department to build the course sections, advertise the class, and contact Space Management regarding classroom space. CAPC General Assembly Meeting dates can be found here: http://sharepoint.wcupa.edu/SiteDirectory/CAPC/default.aspx.

5. If more than one box needs to be checked, please hold the Ctrl key while clicking your selection. Courses carrying special designations (such as Interdisciplinary or Culture Cluster) must be approved by the relevant CAPC subcommittee for that purpose **after** the general approval process is complete and the course has been listed in the database. A separate Course Approval or Modification Form must be submitted at the time the special designation is sought. Criteria for obtaining a special course designation can be obtained from the appropriate subcommittee.

6. Complete all items. Course Title must not be more than 50 characters in length.

7. Check one. If **Yes**, provide justification and impact statement from affected department(s)**.** Before submitting a form for a new course, the preparer must check PeopleSoft to insure that the course does not duplicate an existing course or course number.

8. Provide a specific, objective justification for the proposed change, such as responding to assessment results/data, addressing trends in the profession, addressing changes in professional standards, and or responding to an unmet need. Attach separate sheet to the form.

9. Course title for the master schedule must not be more than 30 characters in length.

10. Recommended length of catalog description: 2 – 3 sentences; maximum 150 words.

11. Instructions for preparing syllabi are available in the Provost's Office. A link to syllabus guidelines can be found on the Faculty Resource Page. Note that additional materials, such as a description of the effect of the course change/addition/deletion on the program as a whole are often requested by those who evaluate submissions. Bibliography is required.

12. If a course may be repeated for credit, the department must again seek approval for the distance education attribute when the course topic substantively changes from that of the original proposal.

13. Self explanatory.

14. Please check one for each item. If the answer is **No** for any of the items, attach a statement explaining how your department will address the inadequacy.

15. Please explain the mode of instruction in percentages of online instruction versus classroom instruction. Courses approved via a CAPC Level 1 Review are approved to replace up to 99% of instruction with an online delivery modality, but are not approved to offer the course fully at a distance without an additional review by CAPC. Courses approved via a CAPC Level 2 Review may be offered without further review should the percentage of content being delivered via a distance falls below 100%.

16. Self explanatory.

17. The originating faculty member(s) must submit, along with this form, a detailed memo that briefly outlines the twelve listed items.

18. Self explanatory.

19. Self explanatory.

20. The originating faculty member must review the OSSD online course checklist at the very end of this form and develop accessible materials as described.

21. Self explanatory.

22. See #4 above for deadline dates.

23. The signatures on this form certify that the proposed courses or course revisions have been processed in accordance with departmental, faculty, University administration and SSHE procedures. The signature of the Academic Dean certifies that the support & resources necessary to successfully offer this course will be provided. If the support/resources are available for a limited duration, a statement to this effect should be attached to this form.

Distance Ed Checklist

1) Attached rationale for change
2) Course syllabus and bibliography are attached
3) Required statements included for the following (either attached or described in the syllabus):
   a. Clear statement on how online office hours will be conducted
   b. Clear statement on the minimum level of student preparation needed (i.e. pre- or co-requisites)
   c. Clear statement of the minimum technical skills needed for students to be successful
   d. Clear statement on the required hardware needed for the course
   e. Clear indication in the syllabus of a method for assessing or evaluating course objectives via the distance education format
   f. Clear statement on the syllabus instructing students on how to access resources (i.e. library) at a distance
   g. Clear statement on the syllabus informing students of the technical support offered, including contact information
   h. Method for insuring the integrity of evaluation methods including information about proctored exams (if necessary)
   i. Clear indication in the syllabus of the expectations for participation in online discussions, email, and other forms of communication
   j. An exact schedule of class activities, including due dates and, if applicable, in-class attendance
   k. Clearly indentify either in the syllabus or in an attached statement a method for ensuring appropriate student-student and student-faculty interaction through appropriate course design.
   l. Inclusion of a statement providing students with the information necessary to contact to the Office of Services for Students with Disabilities to address any ADA issues.
   m. A statement attached indicating that the department will only assign an instructor to the course who have taught an online course previously or a statement from the Distance Education Office, in consultation with the department, that faculty will have undergone training before the start of the semester in which the course is offered.
   n. A statement attached indicating that instructors will use the university approved learning management system as a means of complying with the 2008 Higher Education Act.

Revised 4/2013

WCU Office of Services for Students with Disabilities (OSSD)
Online Course Accessibility Checklist

The following checklist is a basic level list to ensure online course content is accessible. More advanced levels of accessibility can be achieved through consultation with the OSSD.

Course Documents & Instructional Methods
Syllabus:
__ Does your syllabus have a Disability Services statement?
__ Does your syllabus list contain contact information for technical assistance and when to use it?
__ Does your syllabus outline how to communicate with you and have multiple   options?
__ Do you list a turnaround time for online communication (i.e. 24 hours response on emails?)
__ Does your syllabus have a clear outline for course content and expectations?
__ Does your syllabus state standards of appropriate communication online?
__ Do you provide examples of online terminology for students?
__ Do you provide example for different standards of "discussion posting" for courses?

Text Documents:
__ Can text be highlighted, copied, and pasted?
__ Are documents saved as Word (.doc or .docx), PDF (.pdf), TXT (.txt) or RTF (.rtf)?
__ If you do not have accessible documents, have you contacted the OSSD for assistance?

PowerPoint presentation slides:
__ Are all your presentations created with the same template?
__ Were the presentations created using standard templates (you did not insert "text" boxes)?
__ Are you using high and low contrast for text and background?
__ Does the presentation include text descriptions for all graphics and pictures?
__ Does the presentation include text typed in the order it is read which can be verified in the "Outline" panel?

Images:
__ Do the images posted or used include text descriptions of all necessary images available?

Video and Audio:
__ Are all video (web, DVD, and VHS) media captioned or have a transcript(s)?
__ Are all audio (podcasting, mp3, cd's, etc) media captioned or have a transcript(s)?
__ If you do not have accessible media, have you contacted the OSSD for assistance?