Curriculum Form 2-E

University of Central Arkansas

## Proposal for Curriculum Change: Conversion of Existing Course for Electronic Delivery

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| --- | --- | --- |
| [ ]  general education council | [ ]  undergraduate council | [ ]  graduate council |
| Department: |  | Date: |  |

**Supply requested information and attach required documentation.**

Approval for conversion of an existing traditional course for electronic delivery requires written documen­tation and recommendation as listed here.

(1) This form.

(2) Justification/rationale for the conversion.

(3) A model syllabus specific to the electronically delivered version of the course.

(4) An explanation of how the converted course will meet the standards set forth in the UCA Principles for Electronically Offered Courses (see page 2 of this form).

(5) The appropriate license agreement as provided under Board of Trustees Policy 409. Link:
License agreement forms: <http://uca.edu/panda/curriculum-development-process-guide/appendix-c/> (use the Policy 409 Forms tab)

(6) Recommendation as an action item at the department and college levels of the curricular process. At the university level (General Education Council / Undergraduate Council / Graduate Council and Council of Deans), this is an information item.

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| Subject prefix: |  | Course No.: |  |

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| --- | --- |
| Title: |  |

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| Proposed effective date of change (term and year): |  |

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| Course conversion recommended/recognized by |
|  |  |  |  |  |
| Department Curriculum Committee (action) | Date |  | Professional Education Council (information) | Date |
|  |  |  |  |  |
| Department Chair (action) | Date |  | General Education Council (information) | Date |
|  |  |  |  |  |
| College Curriculum & Assessment Committee (action) | Date |  | Undergraduate Council (information) | Date |
|  |  |  |  |  |
| College Dean (action) | Date |  | Graduate Council (information) | Date |
|  |  |  |  |  |
|  |  |  | Council of Deans (information) | Date |
|  |  |  |  |  |

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| --- | --- |
| **Course conversion approved by** | **Change recorded by** |
|  |  |  |  |  |
| Provost | Date |  | Undergraduate/Graduate Studies, Registrar | Date |

NOTE: During the academic year, curriculum change proposals must be received by the General Education Council or the Undergraduate and/or Graduate Council at least one month before the meeting at which action is desired. Summer submissions may not be considered until the fall semester.

# Rationale/justification for conversion of course

Respond here

# Questions for conversion of a traditional classroom course for electronic delivery

The following questions are based on the UCA Principles for Electronically Offered Courses (see <http://uca.edu/panda/curriculum-development-process-guide/appendix-a/>). Explain your response to each question.

1. Will the electronically offered version of this course be consistent with the role and mission of the sponsoring department and college?

Respond here

2. Will the electronically offered version of this course meet institution-wide standards for quality and rigor?

Respond here

3. Will the electronically offered version of this course be taught by regular department faculty or by faculty approved by the departmental faculty and chair?

Respond here

4. Have appropriate instructional and technical support been provided for the faculty for the electronically offered version this course?

Respond here

5. Are the content and intended outcomes of this electronically offered course appropriate to the selected distance education technology?

Respond here

6. Are the content and intended outcomes of this electronically offered course appropriate to the intended student population?

Respond here

7. Will the electronically offered version of this course provide significant opportunities to students for interaction with the instructor and with fellow students?

Respond here

8. Can you assure – to students in the electronically offered version of this course – access to adequate and appropriate library resources or related instructional materials to support intended course outcomes?

Respond here

9. Will the electronically offered version of this course be subject to the same institutional requirements as on-campus courses for evaluation of instruction and for assessment of student achievement?

Respond here

10. Will the integrity of student work be safeguarded in the electronically offered version of this course?

Respond here