

CHECKLIST FOR SUBMISSION OF PROPOSALS FOR ONLINE AND MULTIMODE PROGRAMMES

Introduction:

An increasing number of Online and Multimode programmes are being presented for approval to the Board for Undergraduate Studies and the Board for Graduate Studies and Research. However such programmes have unique features that are not addressed in the standard templates for New and Revised Programmes used by each Board. The following checklist has been developed to ensure that these programmes meet the required standards of development, delivery and student support. It is to be used in conjunction with the standard template for New and Revised Programmes. The completed checklist should be attached to the Programme Proposal for submission to the Board.

1. Programme Development & Delivery:

- Evidence of consultation with online instructional designer, education technologist or other online experts with respect to the design of the programme/courses for online delivery. A confirmation note from the online specialist, including any recommendation is required. A template for the confirmation note is shown below.
- For a multimode programme, the structure should clearly indicate the online components and the associated delivery method (i.e. synchronous or asynchronous)
- Where delivery is largely asynchronous, provisions should be made for e-tutor support. Indicate the proposed etutor : student ratio
- For synchronous delivery (via videoconferencing or webconferencing), state the provisions for students' tutorial support and access to course materials
- Indicate the tools and methodologies that will be employed to create/facilitate a learning community.

2. Technical Preparedness:

Provide evidence to show:

- availability of /or plans to acquire the required technology resources to deliver online teaching and to support online learning. Online delivery platforms include learning management system (such as Moodle), webconferencing system or virtual classroom (such as Blackboard Collaborate), or a videoconferencing system at the delivery and receiving endpoints.
- availability of reliable technical support for lecturers and students before and during synchronous online sessions

- availability of technical services to ensure continued ease of access to curricular materials such as video recordings. Submit confirmation from Campus IT Services of their ability to provide the necessary services, or submit alternative arrangements made/ to be made by Department.

3. Faculty Preparedness for Online Teaching:

Provide evidence of /or plans for training initiatives to develop the competency of faculty to deliver quality online teaching in accordance with established best practices. This includes:

- training in online pedagogy and
- training in the use of the chosen technology platform(s).

4. Assessment and Evaluation:

Indicate:

- the assessment tools that will be used – class tests, exams, projects, etc. and how they will be administered to remote students
- arrangements for proctoring of exams in remote locations
- arrangements for practicum and access to laboratory facilities, where applicable.

5. Student Support:

Indicate:

- arrangements for the training/orientation of students in the use of the relevant technologies
- provisions to ensure that remote students have access to and are able to effectively use the library resources
- provisions for advising students in academic matters.

Template for Confirmation Report

- 1. Programme Name: _____
- 2. Delivery Mode (Online or Blended): _____
- 3. Name and Job Title of Online Consultant: _____

I certify that consultation on the programme has taken place with _____
(Department/Lecturer) and that the proposed programme structure, the instructional materials
and delivery systems are aligned with the learning objectives of the programme.

Recommendations: _____

Signed: _____
Online Consultant
Affiliation (Open Campus, CETL, other)