

OFFICE USE: Ranking _____
 5 – Course development high priority
 3 – Course development can be deferred
 1 – Not a priority

Faculty Proposal Form for Online Course Development Date _____

Faculty Name: _____ Department: _____

Anticipated course start date: _____ Course Prefix: _____ Number: _____

Course Title: _____

Please attach Determination of Need Form.

1. Nature of Online Course

Please briefly describe the need for your proposed course. Why do you feel it is important to offer this course online? Explain how this course will lend itself to the online course delivery format. List the course's learning objectives. (Attach additional pages if necessary.)

Awareness of Specific Requirements	Responses (Use other side if necessary.)
Mentoring is required for all new online courses. Are you aware that you will be assigned a mentor?	
Have you completed the proficiency shells?	
Have you taught online previously? Have you taken an online course as a student?	
Do you have a reliable computer and high-speed internet connection at home?	
Since the use of any component of a publisher's cartridge or a cartridge online courses is discouraged at MCC, how will you build your course assignments and assessments?	
Are you aware that online courses should be comparable in content and rigor to the same course delivered in a traditional format? What methods will you use to assess student learning to ensure the online section is comparable to those sections of the course offered in a traditional format?	

The proposed online course was discussed with department colleagues on _____ [date] and approved:

 department chair signature

The proposed online course was discussed at the _____ [date] division meeting and approved:

 division dean signature

 Supervisor of Distance Education
 signature

 Vice President for Learning and
 Student Support Services signature