



**Fall 2023 Course Proposal and Approval Form
Online Course Development Program (OCDP)**

Contact Information	Course Information
Name:	Course Title:
Phone #:	Course ID:
Email:	Credit Hours:
Department Chair:	Academic Department:
College Dean:	College:
Are you available to attend the required Quality Matters APPQMR workshop 9:00 a.m. – 4:00 p.m. on Friday, May 12th, 2023 ? Yes No	
Will this course be scheduled as an online course (.AO, .NO, .ND or .NS) in the Fall 2023 schedule of classes? Yes No	
Have you previously participated in the OCDP? Yes No	

1. Is this course part of an online program? Yes No
If yes, which online program?

2. Is this course in Core 39? Yes No

3. Please explain how the online development of this course fills a gap in current offerings or increases access to educational opportunities:

4. Please describe the anticipated demand for this course:

5. Please describe the target audience for this course:

6. Has this course been offered online previously? Yes No
If yes, did you teach it or was it taught by a colleague?

7. If this course been developed previously through the Online Course Development Program, please check all that apply:
 - this course was developed in OCDP at least 3 years ago or more
 - revising 50% or less of course (i.e., content, assignments, exams, etc.)
 - course delivery format is changing to an accelerated 7-week format
 - revising less than 50% of the course (i.e., content, assignments, exams, etc.)



By signing and submitting this Course Proposal and Approval Form, you agree to and understand the following:

- Attend the Quality Matters APPQMR workshop **9:00. a.m. - 4:00 p.m. Friday, May 12th, 2023.**
- Attend 2 cohort sessions (each is 60 minutes long).
- Complete all module activities within the OCDP Blackboard site.
- Attend scheduled meetings with my assigned instructional designer
- Present your course design at the faculty showcase event at the end of the program.
- Develop the entire course (including lectures, quizzes, assignments, projects, exams, etc.) prior to the QM Course Review.
- Participate in the QM Course Review and make the necessary changes (if any) to meet QM standards prior to the start of the semester.
- Estimated time commitment to complete all the program requirements of the OCDP is 60+ hours.
- Payment of the course development stipend will only be released after all program requirements are met.

DUE DATE: **Friday, March 31st, 2023.** Email completed and scanned form to bdcrose@usi.edu.

Stipend Information:

For faculty, the stipend (\$1000/credit hour not to exceed \$4000 for a new course development) or (\$1000 total for a course revision) paid pursuant to this Program is pay for the performance of duties that are outside the scope of the academic period of their contracted agreement and, for administrative staff, for the performance of duties that are outside the usual position function and schedule.

The development of the course with stipend is a [Works-Made-for-Hire](#) per USI's Intellectual Property Policy. Faculty may elect to participate in OCDP without earning the stipend.

By signing this Course Proposal and Approval Form, the College Dean and Department Chair agree to schedule this fully online course (.AO, .NO, .ND or .NS) in the **Fall 2023** schedule of classes.

***Note:** No signatures required for initial submission, just your Banner ID.

Faculty Signature	Banner ID	Date:
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Approvals:

Department Chair Signature	Date:
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College Dean Signature	Date:
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