Proposal Form for New Distance Education Class

1. Name of Instructor: ____________________________________
2. Telephone and Email: _________________________________
3. Submission Date: ____________________________________
4. Semester for Class to Be Offered: _______________________
5. Division Chair: ______________________________________
6. Course to be Offered: _________________________________
7. This new course is: Internet Based _______ Hybrid _______
   ITV _______
8. Based on Epac___________ Full Development _____________
9. If full development, will the course include multi-media? __________
10. If using an Epac, will you use WebCT or some other system? __________
11. Are you a full-time or part-time instructor for the college? __________
12. Will you need help in developing the course? If so, in what areas?
   __________________________________________________________________
13. The college would like to support the development of distance education courses here. If
   the college pays a developmental stipend and supplies technical support for development
   of the course, then the college may reserve some rights concerning materials in the
   course. Do you wish to have the college support your development?
   Yes _____ No _____
14. Signature of Instructor and Date ___________________________
    ____________________________
15. Signature of Division Chair and Date ______________________
    ____________________________
16. Signature of DL Coordinator and Date ______________________
    ____________________________
17. Signature of Dean and Date: ______________________________
    ____________________________
To the Instructor:

Please write a narrative of no more than one page describing the course, its proposed development, and its implementation. If you intend to develop multi-media for your course, please include this as well. You may use the space below or attach a page if you prefer.