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.