Applicant

1. Call for Proposals
   A campus wide call for proposals will be send out for the development of new distance and distributed courses twice a year, in the fall (generally October) and late winter (generally March/April).

Distance and Distributed Learning Committee

2. Applications
   The committee will consider new course and revision course proposals for the following modes of delivery:
   - Purely online courses
   - Purely LIVE-streamed courses
   - Courses with a significant video-conference component.
   - Blended courses (where between 30-70% of the face-to-face classroom time has been replaced by an online or video-conference component, with a logical pedagogical structure to the blending) will be considered on a pilot basis.
   - Research proposals related to distance and distributed learning.

3. First Screening
   FLD will check over proposals to make sure each contains the mandatory requirements. If not present, the Head of FLD will contact the applicant for more information. If these are not supplied, the application will be rejected. If accepted, the Head of FLD will arrange with an ID to meet with the applicant to determine how much time will be required, technical and design requirements and viability of proposal. In addition the FLD Program Manager will examine to determine whether the proposal fits into a programmatic approach.

Flexible Learning Division

4. Second Screening and Decision
   The final application, along with the accompanying analysis on the potential development costs and complexity and on the potential for successful delivery of the course will be forwarded to the Committee.

5. Unsuccessful Applicants
   Final application and analysis from FLD will be sent to DDL committee for possible approval. Unsuccessful applicants will be notified within a few weeks of the decision.

6. Successful Applications and Next Stages
   Successful applicants will receive an official letter from the Chair of the DDL Committee within a few weeks of the committee’s decision. FLD will mail a Letter of Agreement to be signed by the designated course developer and DDL Coordinator. Once signed, an instructional designer can be assigned and development can begin.