The University of Regina Distance and Distributed Learning Committee (DDLC) has the responsibility to determine which distance and distributed courses will be developed using centralized University funds and support from Flexible Learning - CCE staff. In order to be considered for funding in the 2021 call, please complete this application. This submission is not a guarantee of funding.

Before starting this application, please:

1. review information about the DDLC funding process including the delivery modes to be considered and criteria for funding.
2. look at the application questions (view-only) in advance to make sure you have the information you will need at hand.
3. discuss your intentions to apply and secure the approval of your Department or Program Head and DDLC Coordinator before submitting this application.

**Deadline for Submissions**

Twice per year, typically in May and November, faculties/departments/academic members can submit proposals to be considered for DDLC funding.

The **deadline** for submitting proposals for the **Spring 2021 call** will be **May 3 to June 11**.

*Note: This application is intended to be completed in one sitting.*

For assistance in completing your proposal, please contact:
Application Awareness

No signatures will be required in this application but you will not be able to proceed with completing this application until you have acknowledged that you have talked to and secured the approval of the following people each people below.

☐ I have had a fulsome conversation with my Department or Program Head about this application and received their approval. (Please enter their name)

☐ I have had a fulsome conversation with my faculty DDL Coordinator about this application and received their approval. (Please enter their name)

Applicant Contact Information

The applicant will be the main point of contact for any questions that Flexible Learning staff may have about any of the course submissions.

Name
Phone Number
Email
Faculty/College
Department or Program

This submission is for a
Note: If your course has a lab, this submission does not include development of the lab portion of a course. Lab development would require a conversation with your DDLC Coordinator and Flexible Learning staff.

Applying for a suite of course does not guarantee that all courses will be funded in this call.

- Single course
- Suite of courses (2 or more)
- Research project related to distance and distributed teaching and learning

How many courses do you plan on developing with DDLC funding and support?

Note: If you plan to propose more than 4 courses, please contact Willadell Garreck, Head of Flexible Learning Division to discuss.

- 2
- 3
- 4

**Course #1 Proposal Questions**

Please answer the following questions with information about the course for which you are applying to the DDLC for funding and support.

Course prefix, and number (e.g., ANTH 100)

Course name

Enter the calendar description for the proposed course.
Number of credit hours

- 1.5
- 3
- Other

List any course prerequisites


Please list any cross listed courses?

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<tr>
<th>Cross listed course</th>
<th>Course prefix &amp; number</th>
<th>Faculty/Department</th>
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Is this a required course or an elective?

- Required. Specify program(s) [ ]
- Approved elective. Specify program(s) [ ]
- Open elective. (Neither required nor approved elective in any program; it is an open elective only) [ ]

How does this proposed course fit into the relevant academic program?
How does this proposed course fit into the University of Regina Strategic Plan 2020-2025?

Is there a required lab?

Note: If there is a lab with your course, this submission does not include development of the lab portion of a course. Lab development would require a conversation with your DDLC Coordinator and Flexible Learning staff.

☐ Yes
☐ No

Proposed course developer name (subject matter expert)

What is the proposed developer's current academic status?

☐ Sessional
☐ Instructor with a term-appointment
☐ Faculty member with a term appointment
☐ Tenure-track or tenured Instructor
☐ Tenure-track or tenured Faculty member
☐ Other. Please specify.
Select all the delivery modes taught within the last couple of years by the applicant and include the approximate enrolments for each delivery mode? Check all that apply.

☐ Face-to-face

☐ Primarily synchronous remote (such as Zoom-based)

☐ Primarily asynchronous online (WEB-based, such as UR Courses)

☐ Blended. Explain how and past enrolments

☐ LIVE-streamed

☐ Other. Please explain and include enrolments

Please provide a link to your most recent UR Courses page used to deliver this course (if available).

Do you give permission for a Flexible Learning Instructional Designer to access your UR Courses page link provided in the previous question (if one exists) for the course you are applying to develop/enhance with DDLC funds in order to assess how much course development work has already been done?

☐ Yes

☐ No. Please explain why.
The following terms are referred to in the remaining application questions.

**Asynchronous web-based courses**

These courses are typically delivered in a way whereby students are able to manage them on their own schedule rather than to attend class on a specific date / time. They are typically based on written materials (such as lecture notes and Powerpoint slides) and often use media (images, graphics, videos), interactive exercises, discussion forums and the like. The University uses UR Courses for the delivery of asynchronous web-based courses.

**Synchronous online course components**

These components are held virtually in real time with participation and communication taking place between the course instructor and students. These components are pre-scheduled for specific days/times. The University uses Zoom for the delivery of synchronous online classes / class components.

Choose your preferred development/delivery option for DDLC funding and support.

- Primarily asynchronous web-based (online) courses where at least 80% of the course is delivered asynchronously through UR Courses.
- A balanced blend of asynchronous web-based (online) and face-to-face courses (between 40-70% of the face-to-face classroom time will be replaced by asynchronous web-based (online) components.)
- A balanced blend of asynchronous web-based (online) and synchronous online (between 40-70% of the course will be delivered in the form of asynchronous web-based (online) components).

Is the proposed course new to online, or is it an existing course currently delivered web-based (online) or blended that requires major revisions?

- **New to online or blended with no previous DDLC funding**
- **Previously DDLC funded course** that is 5+ years old from first delivery and requires major revisions equating to a full development
Development Timeline Options

There will be two timeline options available for developing a DDLC funded course. The **regular** course development timeline is typically 10-12 months.

A new **express** course development option of 4-6 months will be piloted in the Spring 2021 call. A course may be considered for an express development timeline if all of the following criteria are met:

1. the course material and scope of the project lends itself to a shorter timeline
2. the proposed course has been previously offered in a primarily asynchronous web-based format or a blend of asynchronous web-based and synchronous in-person or online format (such as Zoom) but has not had the support of an instructional designer or graphics/multimedia developer to enhance the course. (Some materials in UR courses may already exist.)
3. the course developer, who is the subject matter expert, can dedicate concentrated time to developing the course in the shorter timeframe
4. the finished course will be delivered in either “primarily asynchronous” format or a “balanced blend” format as defined in the DDLC criteria document.

**Note**: Eligibility would be determined through consultation between the course developer, instructional designer, and possibly other members of the course development team.

Please select your preferred course development option.

- Express development only preferred; regular development won't work for me
- Regular development only; don't meet the express criteria
- Express is preferred but I would consider a regular development timeline
- Regular is preferred but I would consider an express development timeline
Choose all the following express development criteria you meet.

☐ the course material and scope of the project lends itself to a shorter timeline
☐ the proposed course has been previously offered in a primarily asynchronous web-based format or a blend of asynchronous web-based and synchronous in-person or online format (such as Zoom) but has not had the support of an instructional designer or graphics/multimedia developer to enhance the course. (Some materials in UR courses may exist.)
☐ the course developer, who is the subject matter expert, can dedicate concentrated time to developing the course in the shorter timeframe the finished course will be delivered in either “primarily asynchronous” format or a “balanced blend” format as defined in the DDLC criteria document.

How much of the course do you plan to deliver synchronously and asynchronously? You can calculate each delivery mode as either a %, hours in a semester or # of classes.

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<th>%</th>
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<td>Synchronously delivered</td>
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<tr>
<td>Asynchronously delivered</td>
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Why do you want to develop and deliver this course as a web-based (online) or blended course using DDLC funding and support? Check all that apply.

☐ I want to add media elements to enhance my course
- I want to work with/get insights from FL instructional designers
- I want to get paid for my course development time
- I want to consider alternate ways of assessing students
- I want to move a previously delivered remote or f2f course to web-based (online)/blended delivery
- Other reasons

Talk about your vision for how this proposed course will be delivered.

What major revisions do you plan to make to this course?
Delivery Questions

Projected rotation of the proposed course:

☐ Every Semester
☐ Every Winter
☐ Every Spring/Summer
☐ Every Fall
☐ Other. Please explain.

What is the earliest date your department or faculty would offer this course? Please consult with your Department/Program Head or Associate Dean.

Maximum enrollment you would accept in this course

Justification/Curricular Fit

This course will satisfy the requirements for the following: (check all that apply)
☐ Undergraduate degree(s). Please list the degree(s).

☐ Graduate degree(s). Please list the degree(s).

☐ Minor. Please specify.

☐ Major. Please specify.

☐ Certificate(s). Please list the certificate(s).

☐ Diploma(s). Please list the diploma(s).

☐ Other. Please explain.
Agreement - Course submissions

Terms for Successful Applicants

If you receive DDLC funding to develop a course, the course developer/subject matter expert agrees to

- involve the Flexible Learning Instructional Design (ID) in all aspects of course development including content creation, and the building of assessments and activities.
- participate in periodic progress meetings with the ID Team.
- deliver the course through CCE expend DDLC funds as outlined in the funding terms and conditions; and ensure that the course developer/subject matter expert (SME) is familiar with Article 29, Article 30 and Appendix J of the URFA Collective Agreement and how this will affect the course development with DDL funds and the deliver(ies) of the course(s) being applied for. For more information go to https://ursource.uregina.ca/hr/assets/pdfs/collectiveagreements/Academic/2017-2021-Academic-CBA-Final.pdf.
- The proposed course will be delivered only through the University's adopted teaching platforms (currently UR Courses and/or Zoom).

Agreement of Terms

❌ I have read, understood and agree to the information above related to this application.

The above questions would be repeated for each additional course submitted.
Research Proposal Info

The DDLC requests that you submit the following information about your proposed research project.

Proposed title for research project

A research proposal (no longer than 1500 characters [about 250 words, but limit is done by characters]), which explains how the research will promote distance and distributed learning at the U of R.
Agreement

If you receive DDL funding to do research related to distance/flexible course development and delivery, you agree to the following:

- undertake and complete the research within a mutually agreed upon timeline;
- provide a progress update(s); and
- expend DDL funds as outlined by the Committee.

I have read and understood the information above related to the DDL application process.

Yes

Final Comments

Final Comments before submitting