DDL FUNDING APPLICATION FORM QUESTIONS (VIEW ONLY)

Note:
These questions are intended to give you a sense of the questions to be submitted in the online submission form prior to submitting. Do not submit this document.

Q1.1
The University Distance and Distributed Learning Committee (DDLC) has the responsibility to determine which distance and distributed courses will be developed using centralized University funds and the Centre for Continuing Education (CCE) instructional design supports. In order to be considered for funding, please complete the following questions outlining your intentions.

The proposal will need to be completed by the applicant. No signatures will be required on this form but it is up to the applicant to inform their department head and DDL Coordinator prior to submitting this form. This proposal is intended to be completed in one sitting but it can be saved and completed at a later date using the same device.

The DDLC will entertain proposals for the following modes of flexible delivery as well as research proposals related to flexible learning:

- fully online courses
- blended courses (The Committee defines blended as having 30-70% of the face-to-face classroom time replaced by an online, LIVE streamed or any technology enabled synchronous component)
- research related to distance and distributed teaching and learning

Applications can be new proposals, or proposals for revisions of existing courses previously DDLC funded (5+ years old) and in need of major revisions to content, graded and non-graded activities, etc.

As part of the screening process for submitted proposals, the following information will be added to the submission by FLD staff members: how the course fits the course gap analysis, the viability of the course re: the University’s technical and design capabilities initial time and cost estimates to develop the course.

Deadline for Submission
Deadline for submitting proposals will be:

- the Friday closest to, but not exceeding, May 15th for the spring call, and
- the Friday closest to, but not exceeding, November 15th for the fall call.

For assistance in completing your proposal, please contact or go to DDLC page.
Willadell Garreck, Head
Flexible Learning Division
Phone: 306-585-5897
Email: willadell.garreck@uregina.ca
Q2.1 Applicant's name

________________________________________________________________

Q2.2 Phone number

________________________________________________________________

Q2.3 Email Address

________________________________________________________________

Q2.4 Preferred method of contact

○ Email

○ Phone

Q2.5 Faculty

________________________________________________________________

Q2.6 Faculty Distance and Distributed Learning Coordinator (Associate Dean)

________________________________________________________________

Q2.7 Department

________________________________________________________________

Q2.8 Department Head

________________________________________________________________

Q2.9 Contact designate (if different from applicant, please give name and phone number)

○ Name: ____________________________________________________

○ Phone Number: ____________________________________________
Q3.1 This submission is for a

- Single course
- Suite of courses (2 or more courses)
- Research project

Q4.1 **Course #1 Proposal Questions**

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

________________________________________________________________

Q4.2 Course name

________________________________________________________________

Q4.3 Course developer name (subject matter expert)

________________________________________________________________

Q4.4 Is the developer a sessional or faculty member (instructor or higher)?

- Sessional
- Faculty member

Q4.5 List any prerequisites

________________________________________________________________

Q4.6 Is the course new to online, or is it an existing course currently delivered online or blended that requires major revisions?

- New to online
- Existing course currently delivered online or blended that requires a major revision with *existing developer*
- Existing course currently delivered online or blended that requires a major revision with a *new developer*
Q4.7 What major revisions do you plan to make to this course?

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Q4.8 Number of credit hours

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Q4.9 Please list any cross listed courses?

<table>
<thead>
<tr>
<th>Course prefix &amp; number</th>
<th>Faculty/Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross listed course #1</td>
<td></td>
</tr>
<tr>
<td>Cross listed course #2</td>
<td></td>
</tr>
</tbody>
</table>

Q4.10 Is there a required lab?

- Yes
- No

Q4.11 What is typically involved in the lab?

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________________________________________________________________
Q4.12 What is the planned delivery mode for course #1?

- Online
- Blended (where between 30-70% of the face-to-face classroom time has been replaced by an online, LIVE-streamed or web-conference component, with a logical pedagogical structure to the blending). Please explain how you would like to deliver via blended. ________________________________

- Other delivery mode. Please explain how you would like to deliver your course via distance/distributed. ________________________________

Q4.13 How is the course currently being offered? Check all that apply.

- Face-to-face
- LIVE-streamed
- Online
- Blended. Please explain. ________________________________
- Other. Please explain. ________________________________

Q4.14 Projected rotation of this course:

- Every Semester
- Every Winter
- Every Spring/Summer
- Every Fall
- Other (please explain) ________________________________

Q4.15 Projected year and semester of first offering of this course.

*Note: First delivery should be no sooner than one year from the proposal’s funding date. If you are
submitting this proposal in the Fall 2019 call, the earliest you could deliver the course should be Winter 2021 or one of the other semesters listed below.

- Fall 2020
- Winter 2021
- Spring 2021
- Fall 2021

Q4.16 Projected enrollment of this course

_________________________________________________________

Q4.17 Justification/Curricular Fit

This course will satisfy the requirements for (check all that apply):

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

_________________________________________________________

☐ Graduate graduate(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. ________________________________

Q4.18 How does this course fit into a program? Below are some guiding questions: Is this the first DDL course that leads to a major in the subject area? Is it the last course that will build a certificate or degree online? Is this the first of a series of courses that will complete a degree when combined with courses delivered in other modalities?

________________________________________________________________
Q4.19 Describe the course. This could include a University calendar description, a link to a syllabus or list of the course assessment.

Q4.20 How does this course provide greater access to learners who are time and/or location bound?

Q5.1 Agreement
By checking the check boxes below and submitting this application, I am agreeing to one or both of the following.

Online/Blended Course Development: oversee course development with the assistance of FL staff; participate in periodic progress meetings with the course developer(s) and/or FL instructional designer; expend DDL funds as outlined in the funding terms and conditions; and ensure that the developer is notified of Article 29 (intellectual property) and Article 30 (use of technology) in the URFA Collective Agreement.

Research: 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.
Application Awareness (Check all that apply) Note: The check boxes below replace the need to submit a signed proposal form. Flexible Learning staff will contact your faculty DDL Coordinator to verify support for this proposal(s).

☐ My Department Head is aware of this application

☐ My faculty DDL Coordinator is aware of this application.

Q5.2 Final Comments before submitting

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Q6.1 How many courses do you plan on developing online and/or blended?

Note: If you plan to submit a suite of courses (more than one) you will be prompted to do in the online submission forum. The questions are the same as above. If you plan to submit more than 4 courses, please contact Willadell Garreck, Head of Flexible Learning Division (306-585-5897) to discuss.
Q10.1 **Research Proposals**

The Distance and Distributed Learning Committee requests that you submit the following information.

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.

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Q10.2 A timeline

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Q10.3 A proposed budget

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