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 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

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

End of Block: Introductory Information

Start of Block: Basic Information
Q2.1 Applicant's name

________________________________________________________________

Q2.2 Phone number

________________________________________________________________

Q2.3 Email Address

________________________________________________________________

Q2.4 Preferred method of contact

  □ Email (1)
  □ Phone (2)

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: (1) ________________________________________________

○ Phone Number: (2) _________________________________

Q2.10 Proposed Course Developer (if different than applicant or contact designate)

○ Name: (1) ________________________________________________

○ Phone Number: (2) _________________________________

End of Block: Basic Information

Start of Block: Branching Question

Q3.1 This submission is for a

○ Single course (1)

○ Suite of courses (2)

○ Research project (3)

End of Block: Branching Question

Start of Block: Course #1 Proposal Questions

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  (1)

  ○ Faculty member  (2)

__________________________________________________________________________

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 (1) ... Existing course currently delivered online or blended that requires a major revision (2)

Display This Question:

If Is the course new to online, or is it an existing course currently delivered online or blended th... = Existing course currently delivered online or blended that requires a major revision
Q4.7 What major revisions do you plan to make to this course?

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Q4.8 Number of credit hours

________________________________________________________________

Q4.9 Please list any cross listed courses?

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

Page Break
Q4.10 Is there a required lab?

- Yes (1)
- No (2)

Display This Question:
If Is there a required lab? = Yes

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 (1)
- LIVE-streamed (2)

- 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. (3)

- Other delivery mode. Please explain how you would like to deliver your course via distance/distributed. (4)
Q4.13 How is the course currently being offered? Check all that apply.

- [ ] Face-to-face (1)
- [ ] LIVE-streamed (2)
- [ ] Online (3)
- [ ] Blended. Please explain. (4)
- [ ] Other. Please explain. (5) __________________________

Page Break
Q4.14 Projected rotation of this course:

- Every Semester (1)
- Every Winter (2)
- Every Spring/Summer (3)
- Every Fall (4)
- Other (please explain) (5) ________________________________________________

Q4.15 Projected year and semester of first offering of this course. (e.g., Fall 2019)

*Note: First delivery should be no sooner than one year from the proposal's funding date.*

- Fall 2019 (1)
- Winter 2020 (2)
- Spring/Summer 2020 (3)
- Fall 2020 (4)

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). (1)

- ☐ Graduate graduate(s). Please list the degree(s). (2)

- ☐ Minor. Please specify. (3)

- ☐ Major Please specify. (4)

- ☐ Certificate(s). Please list the certificate(s). (5)

- ☐ Diploma(s). Please list the diploma(s). (6)

- ☐ Other. Please explain. (7)

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.

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

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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 (1)
- [ ] My faculty DDL Coordinator is aware of this application. (2)

Q5.2 Final Comments before submitting

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End of Block: Agreement and Signature

Start of Block: Suite of Courses

**Display This Question:**

**If This submission is for a = Suite of courses**

Q6.1 How many courses do you plan on developing online and/or blended?
Note: If you plan to propose more than 4 courses, please contact Willadell Garreck, Head of Flexible Learning Division (306-585-5897) to discuss.

- 1 (1)
- 2 (2)
- 3 (3)
- 4 (4)
Q7.1 **Course #2 Proposal Questions**

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

________________________________________________________________

Q7.2 Course name

________________________________________________________________

Q7.3 Course developer name (subject matter expert)

________________________________________________________________

Q7.4 Is the developer a sessional or faculty member (instructor or higher)?

- Sessional (1)
- Faculty member (2)

Q7.5 List any prerequisites

________________________________________________________________
Q7.6 Is the course new to online, or is it an existing course currently delivered online or blended that requires major revisions?

| ▼ New to online (1) | Existing course currently delivered online or blended that requires a major revision (2) |

---

Display This Question:

> If Is the course new to online, or is it an existing course currently delivered online or blended that requires a major revision = Existing course currently delivered online or blended that requires a major revision

Q7.7 What major revisions do you plan to make to this course?

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Q7.8 Number of credit hours
________________________________________________________________
Q7.9 Please list any cross listed courses?

<table>
<thead>
<tr>
<th>Course prefix &amp; number (1)</th>
<th>Faculty/Department (2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross listed course #1 (1)</td>
<td></td>
</tr>
<tr>
<td>Cross listed course #2 (2)</td>
<td></td>
</tr>
</tbody>
</table>
Q7.10 Is there a required lab?

- Yes (1)
- No (2)

Display This Question:
If Is there a required lab? = Yes

Q7.11 What is typically involved in the lab?

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Q106 What is the planned delivery mode for course #2?

- Online (1)
- LIVE-streamed (2)
- 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. (3)

- Other delivery mode. Please explain how you would like to deliver your course via distance/distributed. (4)
Q7.13 How is the course currently being offered? Check all that apply.

- [ ] Face-to-face (1)
- [ ] LIVE-streamed (2)
- [ ] Online (3)
- [ ] Blended. Please explain. (4)
- [ ] Other. Please explain. (5)  

Page Break
Q7.14 Projected rotation of this course:

- Every Semester (1)
- Every Winter (2)
- Every Spring/Summer (3)
- Every Fall (4)
- Other (please explain) (5) ________________________________

Q103 Projected year and semester of first offering of this course. (e.g., Fall 2019)

*Note: First delivery should be no sooner than one year from the proposal's funding date.*

- Fall 2019 (1)
- Winter 2020 (2)
- Spring/Summer 2020 (3)
- Fall 2020 (4)

Q7.16 Projected enrollment of this course

__________________________________________________________________________
Q7.17 **Justification/ Curricular Fit**

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

- [ ] Undergraduate degree(s). Please list the degree(s). (1) ____________________________________________

- [ ] Graduate graduate(s). Please list the degree(s). (2) ____________________________________________

- [ ] Minor. Please specify. (3) ____________________________________________

- [ ] Major Please specify. (4) ____________________________________________

- [ ] Certificate(s). Please list the certificate(s). (5) ____________________________________________

- [ ] Diploma(s). Please list the diploma(s). (6) ____________________________________________

- [ ] Other. Please explain. (7) ____________________________________________

Q7.18 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?

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Q7.19 Describe the course. This could include a University calendar description, a link to a syllabus or list of the course assessment.

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Q7.20 How does this course provide greater access to learners who are time and/or location bound?

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Page Break

Page 21 of 37
Q8.1 **Course #3 Proposal Questions**

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

________________________________________________________________

Q8.2 Course name

________________________________________________________________

Q8.3 Course developer name (subject matter expert)

________________________________________________________________

Q8.4
Is the developer a sessional or faculty member (instructor or higher)?

- [ ] Sessional (1)

- [ ] Faculty member (2)

Q8.5 List any prerequisites

________________________________________________________________
Q8.6 Is the course new to online, or is it an existing course currently delivered online or blended that requires major revisions?

▼ New to online (1) ... Existing course currently delivered online or blended that requires a major revision (2)

Display This Question:
If Is the course new to online, or is it an existing course currently delivered online or blended th... = Existing course currently delivered online or blended that requires a major revision

Q8.7 What major revisions do you plan to make to this course?

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Q8.8 Number of credit hours

________________________________________
Q8.9 Please list any cross listed courses?

<table>
<thead>
<tr>
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<tbody>
<tr>
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<td>(1)</td>
</tr>
<tr>
<td>Cross listed course #2</td>
<td>(2)</td>
</tr>
</tbody>
</table>

Page Break
Q8.10 Is there a required lab?

- Yes (1)
- No (2)

Display This Question:
If Is there a required lab? = Yes

Q8.11 What is typically involved in the lab?

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Q107 What is the planned delivery mode for course #3?

- Online (1)
- LIVE-streamed (2)
- 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. (3)

- Other delivery mode. Please explain how you would like to deliver your course via distance/distributed. (4)

________________________________________________________________

Page 25 of 37
Q8.13 How is the course currently being offered? Check all that apply.

☐ Face-to-face (1)

☐ LIVE-streamed (2)

☐ Online (3)

☐ Blended. Please explain. (4)  
______________________________________________________________________

☐ Other. Please explain. (5)  
______________________________________________________________________
Q8.14 Projected rotation of this course:

- Every Semester (1)
- Every Winter (2)
- Every Spring/Summer (3)
- Every Fall (4)
- Other (please explain) (5) ________________________________________________

Q102 Projected year and semester of first offering of this course. (e.g., Fall 2019)

*Note: First delivery should be no sooner than one year from the proposal's funding date.*

- Fall 2019 (1)
- Winter 2020 (2)
- Spring/Summer 2020 (3)
- Fall 2020 (4)

Q8.16 Projected enrollment of this course

___________________________________________________________________________

Page Break
Q8.17 Justification/ Curricular Fit

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

☐ Undergraduate degree(s). Please list the degree(s). (1)

☐ Graduate graduate(s). Please list the degree(s). (2)

☐ Minor. Please specify. (3) ________________________________________________

☐ Major Please specify. (4) ________________________________________________

☐ Certificate(s). Please list the certificate(s). (5)

☐ Diploma(s). Please list the diploma(s). (6)

☐ Other. Please explain. (7) ________________________________________________

Q8.18 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?  

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Q8.19 Describe the course. This could include a University calendar description, a link to a syllabus or list of the course assessment.

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Q8.20 How does this course provide greater access to learners who are time and/or location bound?

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Page Break
Q9.1 **Course #4 Proposal Questions**

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

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Q9.2 Course name

________________________________________________________________

Q9.3 Course developer name (subject matter expert)

________________________________________________________________

Q9.4 Is the developer a sessional or faculty member (instructor or higher)?

○ Sessional (1)

○ Faculty member (2)

Q9.5 List any prerequisites

________________________________________________________________
Q9.6 Is the course new to online, or is it an existing course currently delivered online or blended that requires major revisions?

<table>
<thead>
<tr>
<th>▼ New to online (1) ... Existing course currently delivered online or blended that requires a major revision (2)</th>
</tr>
</thead>
</table>

Q9.7 Number of credit hours


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Q9.8 Please list any cross listed courses?

<table>
<thead>
<tr>
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<td></td>
</tr>
<tr>
<td>Cross listed course #2 (2)</td>
<td></td>
</tr>
</tbody>
</table>

Page Break
Q9.9 Is there a required lab?

☐ Yes (1)

☐ No (2)

Display This Question:
If Is there a required lab? = Yes

Q9.10 What is typically involved in the lab?

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Q108 What is the planned delivery mode for course #4?

☐ Online (1)

☐ LIVE-streamed (2)

☐ 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. (3)

________________________________________________________________

☐ Other delivery mode. Please explain how you would like to deliver your course via distance/distributed. (4) ________________________________

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Q9.12 How is the course currently being offered? Check all that apply.

☐ Face-to-face (1)
☐ LIVE-streamed (2)
☐ Online (3)
☐ Blended. Please explain. (4)

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☐ Other. Please explain. (5) ________________________________________________
Q9.13 Projected rotation of this course:

- Every Semester (1)
- Every Winter (2)
- Every Spring/Summer (3)
- Every Fall (4)
- Other (please explain) (5) ________________________________________________

Q105 Projected year and semester of first offering of this course. (e.g., Fall 2019)

*Note: First delivery should be no sooner than one year from the proposal's funding date.*

- Fall 2019 (1)
- Winter 2020 (2)
- Spring/Summer 2020 (3)
- Fall 2020 (4)

Q9.15 Projected enrollment of this course

__________________________________________________________________________
Q9.16 **Justification/ Curricular Fit**

This course will satisfy the requirements for:
Please check all that apply.

- [ ] Undergraduate degree(s). Please list the degree(s). (1)
- [ ] Graduate graduate(s). Please list the degree(s). (2)
- [ ] Minor. Please specify. (3) ________________________________________________
- [ ] Major Please specify. (4) ________________________________________________
- [ ] Certificate(s). Please list the certificate(s). (5)
- [ ] Diploma(s). Please list the diploma(s). (6)
- [ ] Other. Please explain. (7) ________________________________________________

Q9.17 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?

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Q9.18 Describe the course. This could include a University calendar description, a link to a syllabus or list of the course assessment.

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Q9.19 How does this course provide greater access to learners who are time and/or location bound?

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Page Break
Q10.1 Research Proposal

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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