DDLC course grant application questions

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

Note: DO NOT submit courses that have not previously gone through the official approval process (including Executive of Council and Senate). In the case of AA-ZZ selected topic courses, it will suffice that the "base" course has previously been approved.

Applications must be approved by the Heads of Departments (or equivalent) in departmentalized U of R Faculties and Deans or Associate Deans in non-departmentalized U of R Faculties. The DDLC will also accept applications from Luther and Campion Colleges as per the MOA between the University and these Federated Colleges. In the case of Luther and Campion Colleges, applications must be approved and submitted by the College Deans. The DDLC may accept applications from individual faculty members and sessional lecturers as long as the DDL Coordinator or Department Head gives final approval. Please send a list of proposed courses to your Faculty / College's DDLC Coordinator for information purposes.

You can find detailed information about the DDLC application process on the DDLC website.

The Qualtrics application is intended to be filled out in one sitting. A copy of each submission will be emailed to the applicant and to the DDL Coordinator or Department Head. The email will contain a link to the submission for revision and approval purposes.

**Application Deadline**
The deadline for submitting proposals for the Fall 2022 call will be **November 18, 2022**.

For assistance in completing your proposal, please contact:
Willadell Garreck, Head
Flexible Learning Division
willadell.garreck@uregina.ca
**Applicant Contact Information**

The DDL Committee understands that proposed faculty members or sessional course developers may be better positioned to answer some of the following application questions for a specific course rather than the Heads of Departments (or equivalent) in departmentalized U of R Faculties and the **DDL Coordinator** (Deans or Associate Deans) in non-departmentalized U of R Faculties. A copy of this submission with a link to the submission will be sent to the applicant and/or the Faculty DDL Coordinator or Department Head so additional information can be added to the submission, if required.

The applicant may be contacted by Flexible Learning staff regarding any questions they may have about this application.

- **Name**  
- **Role (1. DDL Coordinator; 2. Dept. Head; 3. faculty; 4. sessional)**
- **Faculty/College**
- **Department or Program (if from departmentalized Faculty)**
- **Email**
- **Phone Number**
- **DDL Coordinator or Dept. Head Name**
- **DDL Coordinator or Dept. Head Email**

This submission is for a

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

- **Single course**
- **Suite of courses (2 to 4 courses)**
How many courses do you plan on developing with DDLC funding and support?

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

☐ 2
☐ 3
☐ 4

Course #1 Questions
Please answer the following questions with information about the course for which you are applying to the DDLC for funding and support.

Course #1 prefix, and number (e.g., ANTH 100)
______________________________________________________________________________

Course name
______________________________________________________________________________

Calendar description
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Course credit hours
☐ 1.5
☐ 3
☐ Other __________________________________________________________________________
Course prerequisites

Please list any cross listed courses.

<table>
<thead>
<tr>
<th>Course prefix &amp; number</th>
<th>Faculty/Department/College</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>

Required course or 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)
Is there a required lab for this course?

*Note: If there is a lab with your course, this submission may not include development of the lab portion of a course due to time and funding available. Lab development would require a conversation with your DDLC Coordinator and Flexible Learning staff.*

- [ ] Yes
- [ ] No

Please explain the nature of the lab and what development work might be required to deliver online.

________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

Name of proposed developer

________________________________________________________________

Employment status of the proposed course developer(s)

*Note: Sessional development appointments will need to be posted as per University guidelines before development can start.*

- [ ] 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. ____________________________________________
Why do you plan to appoint a sessional instead of a faculty member to develop this course?

________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

Could a faculty member be assigned to co-develop/oversee any course development work done by a sessional?

☐ Yes
☐ No
☐ Not sure

Please explain in approximately 300-400 words how the proposed course meets the DDLC funding criteria.

________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
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).

If approved, what % of the course do you plan to deliver synchronously and asynchronously?

<table>
<thead>
<tr>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Synchronously delivered</td>
</tr>
<tr>
<td>Asynchronously delivered</td>
</tr>
</tbody>
</table>

Please briefly explain your unit's reasons for wanting to develop and deliver this course as an asynchronous online or blended course.

________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
**Delivery Questions**

Development could take upwards of 12 months but may not start for a couple of months after being approved by the DDLC, while logistics are being put into place.

What is the earliest semester this course would be delivered?

________________________________________________________________

Enter the anticipated and maximum enrolments you expect each time this DDLC funded course is delivered.

<table>
<thead>
<tr>
<th>Enrolments</th>
<th>Anticipated enrolment</th>
<th>Maximum enrolment department/faculty would accept</th>
</tr>
</thead>
</table>

How did you arrive at the anticipated enrolment numbers?

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

Once developed, this course would be scheduled

- [ ] in the same semester as other delivery modes (e.g. remote delivery, face-to-face, hybrid).

- [ ] in a different semester from other delivery modes.

- [ ] not sure
Projected rotation for this course

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

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. _____________________________________________________

Any additional comments that have not already been mentioned?

__________________________________________________________________________

__________________________________________________________________________
Faculty DDL Coordinator or Department Head Approval

Note: ONLY the Heads of a Departments (or equivalent) in departmentalized U of R Faculties or the DDL Coordinator (Deans or Associate Deans) in non-departmentalized U of R Faculties should complete the following questions.

Submission Approval

☐ I approve this application for DDLC consideration.

☐ I disapprove this application and do not want it to be considered by the DDLC.

Delivery through CCE

I agree that if DDLC funded, my Department/Faculty will schedule this course(s) at least once every academic year through CCE in the same format as developed (with only minor revisions as needed) for a period of five years from the date of first course delivery.

☐ I agree with these terms.

☐ I disagree with these terms.

Note: if you submitting an application for more than one course, the questions above will be repeated for each course submitted up to four.