DDLC course development application form- Spring 2024 call

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 CCE / Flexible Learning 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."

Please be advised that the DDLC will not accept direct applications from individual faculty members and sessional lecturers. The DDLC will only accept applications that have been approved and submitted, on behalf of their Faculty, by the Dean or Associate Dean. 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.

Applicants can use the *Qualtrics Application Questions (working copy/view) PDF* on the [DDLC website](#) to compile all relevant information prior to this submission. A copy of each submission including a link to the submission will be emailed to the applicant. Changes can be made to the application using the emailed link up to the call deadline.

You can find detailed information about the DDLC application process including a working/view version of the questions on the [DDLC website](#).

Application Deadline
The deadline for submitting proposals for the Spring 2024 call will be **May 17th**.

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

Q2.1 **Applicant Contact Information**

Please be advised that the DDLC will not accept direct applications from individual faculty members and sessional lecturers. The DDLC will only accept applications that have been approved and submitted, on behalf of their Faculty, by the Dean or Associate Dean. 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.

A copy of this submission including a link to the submission will be emailed to the applicant using the email below. Changes can be made to this application using the emailed link up to the call deadline.

The applicant may be contacted by Willadell Garreck, Head or Greg Bawden, Senior Instructional Design, CCE Flexible Learning Division if the application has an incomplete section or some required information is missing.

○ **Name of Associate Dean or Dean** submitting the application_____

○ **Email** _____

○ **Role: Associate Dean or Dean**

_____

○ **Faculty/College** _____

End of Block: Basic Information

Q3.1 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)

Q3.2
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

Q4.1 **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.

Q4.2 Course #1 prefix, and number (e.g., ANTH 100)

_____

Q4.3 Course name

_____

Q4.4 Calendar description

_____

_____

_____

_____

_____

Q4.5 Course credit hours

○ 1.5

○ 3

○ Other _____

Q4.6 Course prerequisites

_____

Q4.7 Current Course Status

○ New to online or blended delivery

○ Previously delivered as an asynchronous online or blended course but without DDLC
funding / support

○ Previously DDLC funded course but requires brand new development or major revisions

○ Not sure

Q4.8 Please list any cross listed courses.

	Course prefix & number	Faculty/Department/College
Cross listed course #1		
Cross listed course #2		

Q4.9 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)

Q4.10
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 Dean/Associate Dean and Flexible Learning staff.

○ Yes

○ No

Q4.11 Please explain the nature of the lab and what development work might be required to deliver online.

_____

_____

_____

_____

_____

Q4.12
Employment status of the proposed course developer(s)
Note: Sessional development appointments will need to be posted as per the Academic
Collective Agreement 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. _____

Q4.13 Why do you plan to appoint a sessional instead of a faculty member to develop this course?

_____

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_____

Q4.14 To be approved, the DDL Committee may require a faculty member to be assigned to co-develop/oversee any course development work done by a sessional? Is this possible?

○ Yes (By Whom?) _____

○ No

○ Not sure

If possible, clearly explain the role of the faculty member in the course development process.

_____

_____

Page Break ——

Q4.15 Please explain in approximately 350-500 words how the proposed course meets the DDLC funding criteria (Step 1 - sections b & c). You must address each criterion.

_____

_____

_____

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Page Break ——

Q4.16 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).

Q4.17 If approved, what % of the course do you plan to deliver synchronously and asynchronously?

	%
Synchronously delivered	
Asynchronously delivered	

Q4.18 Please briefly explain your unit's reasons for wanting to develop and deliver this course as an asynchronous online or blended course.

_____

_____

_____

_____

Q4.19 **Delivery Questions**

Q4.20 When answering the following questions, consider that course 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.

Q4.21 What is the expected first delivery semester? *(Note: This date should be at least 15 months from the application date.)*

_____

Q4.22 Enter the anticipated and maximum enrolments you expect each time this DDLC funded course is delivered.

	Anticipated enrolment	Maximum enrolment department/faculty would accept
Enrolments		

Q4.23 How did you arrive at the anticipated enrolment numbers?

_____

_____

_____

Q4.24 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

Q4.25 Projected rotation for this course

☐ Every Semester

☐ Every Winter

☐ Every Spring/Summer

☐ Every Fall

☐ Other. Please explain. _____

End of Block: Course #1

Start of Block: Course #2

Q5.1 **<u>Course #2 Questions</u>**

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

Q5.2 Course #2 prefix, and number (e.g., ANTH 100)

_____

Q5.3 Course name

_____

Q5.4 Calendar description

_____

_____

_____

_____

_____

Q5.5 Course credit hours

○ 1.5

○ 3

○ Other _____

Q5.6 Course prerequisites

_____

Q5.7 Current Course Status

◯ New to online or blended delivery

◯ Previously delivered as an asynchronous online or blended course but without DDLC funding / support

◯ Previously DDLC funded course but requires brand new development or major revisions

◯ Not sure

Q5.8 Please list any cross listed courses.

	Course prefix & number	Faculty/Department/College
Cross listed course #1		
Cross listed course #2		

Q5.9 Required course or elective

☐ Required. Specify program(s)

_____

☐ Approved elective. Specify program(s)

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☐ Open elective. (Neither required nor approved elective in any program; it is an open elective only)

Q5.10
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 Dean/Associate Dean and Flexible Learning staff.

○ Yes

○ No

Q5.11 Please explain the nature of the lab and what development work might be required to deliver online.

_____

_____

_____

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Page Break

Q5.12
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. _____

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_____

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Q5.14 To be approved, the DDL Committee may require a faculty member to be assigned to co-develop/oversee any course development work done by a sessional? Is this possible?

○ Yes (If so, who?) _____

○ No

○ Not sure

If possible, clearly explain the role of the faculty member in the course development process.

_____

_____

Q5.15 Please explain in approximately 350-500 words how the proposed course meets the DDLC funding criteria (Step 1 - sections b & c). You must address each criterion.

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○ in a different semester from other delivery modes.

○ not sure

Q5.25 Projected rotation for this course

☐ Every Semester

☐ Every Winter

☐ Every Spring/Summer

☐ Every Fall

☐ Other. Please explain. _____

End of Block: Course #2

Start of Block: Collaboration with CCE

Q8.1 **Collaboration with CCE**

I agree that if the proposed course(s) is awarded DDLC funding and instructional design support, 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.

Q9.1 Any additional comments that have not already been mentioned?

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