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| **ssulogo** | University Faculty Senate  University Distance Learning Committee |
| **Conversion of Existing Course to Distance Learning Format** | |

This form will be completed for the following course changes.

\_\_\_\_\_ Change in Existing Course Description to Blended-Hybrid Online Course (30 – 50% Online)

\_\_\_\_\_ Change in Existing Course Description to Blended-Hybrid Online Course (51 – 79% Online)

\_\_\_\_\_ Change in Existing Course Description to Online Course (80 – 99% Online)

\_\_\_\_\_ Change in Existing Course Description to Online Course (100% Online)

**Procedures**

1. Seek support from departmental representative of Distance Learning Committee (DLC) for conversion of existing previously approved standard delivery course to distance learning format. Use Distance Learning Syllabus Template & Distance Learning Committee Module Outline Template, and develop one functioning online Module. Templates can be found on the DLC website <http://www.shawnee.edu/offices/distance-learning/index.aspx>.
2. Proposed conversion shall be first approved by the originating department. Complete the “Conversion of Existing Course to Distance Learning Format” form. Obtain appropriate signatures (Department Distance Learning Representative, Department Chair, Dean of College). Form can be found on DLC website.
3. Forward electronic copy of the proposed distance learning syllabus using Distance Learning Syllabus Template, Course Outline using Distance Learning Committee Module Outline Template, and copy of previously approved standard delivery syllabus to Chair of DLC. Faculty will attend the DLC meeting and demonstrate one functioning module to the committee. The DLC will review all materials, provide feedback, and vote to approve or disapprove the conversion of the course to the distance learning format.
4. After approval by DLC, the Chair will forward recommendation for course approval along with Conversion of Existing Course to Distance Learning Format form to UFS for consideration.

* The Distance Learning Committee meets the 3rd Monday of each month. It is good practice to send the proposed Distance Learning Syllabus Template, Course Outline using Distance Learning Committee Module Outline Template and the previously approved standard delivery syllabus to the Distance Learning Committee Chair 1 – 2 weeks before the scheduled meeting date.
* UFS meets the last Monday of each month.

1. Initiator Date

Department

Course Prefix/Catalog Number/Title

2. Checklist (signatures required):

Department DL Representative Date

Department Chair\_ Date

Dean of College \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_

DLC Chair Date

UFS President\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

Provost Date

3. Briefly describe how the existing approved standard delivery course will be altered by use of

online course delivery.

4. Reason(s) for change:

5. Proposed Date of Change

6. Catalog Course Description

7. How will the proposed course conversion affect other departments/programs/courses? Attach documentation.

8. The proposed course will be: University Owned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Owned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Has the Initiator completed a university approved distance learning certification program?

Yes\_\_\_\_\_\_\_\_\_\_\_ Name of Program\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No \_\_\_\_\_\_\_\_\_\_\_