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TBR  
REGENTS ONLINE CONTINUING EDUCATION  
ELECTRONIC COURSE DEVELOPMENT PROPOSAL

**PART 1:** TO BE COMPLETED BY DEVELOPER/INSTRUCTOR

**PART 2:** TO BE COMPLETED BY APPROPRIATE CONTINUING  
EDUCATION OR WORKFORCE DEVELOPMENT OFFICIAL

**Directions:** Submit **via e-mail attachment:** (1) pages 1 through 6 of this proposal form in Microsoft Word format; (2) the course syllabus in the RODP Syllabus Template html format; and, (3) your vita or résumé in Microsoft Word format. Send to [Tachaka.Hollins@tbr.edu](mailto:Tachaka.Hollins@tbr.edu). Proposals not in the proper formats will be returned for conversion to the proper format. **Mail** a printed copy of all pages, including original signatures, and a printed copy of the course syllabus, and vita/résumé to:

ROCE Course Proposals  
Tennessee Board of Regents  
Regents Online Degree Programs  
1415 Murfreesboro Rd., Suite 350  
Nashville, TN 37217-2833

**Part 1: To Be Completed by the Developer/Instructor**

<b>Developer/Instructor Information</b>	
<b>Name of Developer</b>	
<b>Phone Number</b>	
<b>Fax Number</b>	
<b>E-mail Address</b>	
<b>TTC/College/University</b>	
<b>Course Title</b>	
<b>Course Description</b>	
<b>Audience</b>	
<b>Why Does This Course Meet a <i>Statewide</i> Need?</b>	
<b>When Do You Propose to Offer this Course?</b>	
<b>List the Textbook Title, Author, Edition, Date, Publisher, ISBN—if applicable.</b>	
<b>What Software is Required for Course Participants?</b>	
<b>What are Your Qualifications for Teaching This Course? Please attach resume/vita. Transcripts and Certifications May Be Required by Institution.</b>	
<b>What Qualifications Must Other Instructors Teaching this Course Have? List all</b>	

<b>Requirements.</b>	
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<b>D2L/Online Information</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you previously taught the course you are proposing?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you previously taught this class online?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you previously taught any course online?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you previously taught a course online using <b>D2L</b> ?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you previously <b>developed</b> an online course?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you had any formal D2L training? If Yes, list date(s), trainer, trainer e-mail address:
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you reviewed syllabi ( <a href="http://www.RODP.org/courses/">http://www.RODP.org/courses/</a> ) for courses that currently exist in the Regents Online Continuing Education program?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are the prerequisite courses (if any) for the course you propose already offered in the Regents Online Continuing Education program?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you met with a D2L trainer or qualified faculty or staff member about accomplishing the goals and objectives of your course's content in D2L?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you attached an electronic syllabus document to this application which specifically addresses the delivery of your course via asynchronous web-based delivery?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is your syllabus in the official ROCE template format? This template may be downloaded from <a href="http://www.rodop.org/roce/course_syllabus.htm">http://www.rodop.org/roce/course_syllabus.htm</a> . (Please replace the generic name with the name of your course when saving the file.)
<b>Check the D2L tools listed below that you will use to accomplish the goals and objectives of your course's content in D2L.</b>	
<input type="checkbox"/> D2L Course Management Tool <input type="checkbox"/> D2L E-mail Tool <input type="checkbox"/> D2L Discussion Board Tool <input type="checkbox"/> D2L Calendar Tool <input type="checkbox"/> D2L Assignment Drop Box Tool	<input type="checkbox"/> D2L Quiz Tool <input type="checkbox"/> D2L LiveRoom Tool
<b>Check the advanced technological tools below that you are interested in learning to use to accomplish the goals and objectives of your course's content.</b>	
<input type="checkbox"/> Respondus <input type="checkbox"/> Learning Objects on the Internet <input type="checkbox"/> External Testing Sites such as Hot Potatoes <input type="checkbox"/> Audio (wav, mp3, other) <input type="checkbox"/> Wimba audio <input type="checkbox"/> Impatica for PowerPoint <input type="checkbox"/> Photoshop, Paint Shop Pro, etc. <input type="checkbox"/> ASP pages	<input type="checkbox"/> ASP.NET pages <input type="checkbox"/> Streaming media (Real, Windows, QuickTime) <input type="checkbox"/> CD/DVD Creation <input type="checkbox"/> Camtasia Screen Recordings <input type="checkbox"/> Flash <input type="checkbox"/> Java Applets <input type="checkbox"/> Subject specific software: <input type="checkbox"/> Other:
<b>Check all tools below with which you are currently proficient and do not need additional training.</b>	
<input type="checkbox"/> Respondus <input type="checkbox"/> Learning Objects on the Internet <input type="checkbox"/> External Testing Sites such as Hot Potatoes <input type="checkbox"/> Audio (wav, mp3, other) <input type="checkbox"/> Wimba audio <input type="checkbox"/> Impatica for PowerPoint <input type="checkbox"/> Photoshop, Paint Shop Pro, etc. <input type="checkbox"/> ASP pages	<input type="checkbox"/> ASP.NET pages <input type="checkbox"/> Streaming media (Real, Windows, QuickTime) <input type="checkbox"/> CD/DVD Creation <input type="checkbox"/> Camtasia Screen Recordings <input type="checkbox"/> Flash <input type="checkbox"/> Java Applets <input type="checkbox"/> Subject specific software: <input type="checkbox"/> Other:
<b>What goal(s) or objective(s) for this course will be the most difficult to transfer to the D2L format?</b>	



<b>Approvals, Notifications, and Understandings</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand this proposal is not complete until the attached signature page is signed by the <b>Course Developer, Chief Continuing Education Officer, and the appropriate Vice President</b> and received via postal mail at the RODP office.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that contracts, salary, and other related employment activities are negotiated between the <u>course developer and the local campus</u> . The RODP/ROCE does not directly employ or compensate faculty.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that I must sign an <b>intellectual property right agreement</b> at the local campus prior to training and course development.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that I must entirely complete the development of this course including all related assessment activities one month prior to the start of the course.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that I am required to maintain the <b>master copy</b> of the course throughout the contract period including revising assignment and quiz due dates one month prior to the beginning of each semester.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that the ROCE is a collaborative model and that other instructors may be assigned sections of my course.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that I will be asked to serve as a <b>content mentor</b> to other instructors teaching sections of my course and actively seek their input and collaboration in maintaining the course throughout the contract period.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I agree to successfully complete a one and one-half day training session hosted by the ROCE staff to include a discussion of the pedagogy/androgogy of online teaching and learning, an orientation to the ROCE policies and procedures, and an introduction to D2L.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I agree to successfully complete at least two days of follow up training in the use of the D2L toolset either centrally or at the local campus. Topics covered should include content development, communication, and assessment using both the D2L quiz tool and the D2L assignment drop box.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that I am responsible for obtaining desk copies of textbook(s) and related material. These are usually available from the publisher at no charge.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I agree to submit the textbook selection(s) and modifications to the RODP central office staff one month in advance of the start of the course and that students are encouraged to purchase textbooks via the ROCE Virtual Bookstore.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I agree to follow the ROCE <i>Quality Matter</i> for online non-credit courses and programs.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that online courses require more than a transfer of lecture notes and PowerPoint presentations and typically involve multifaceted presentation and assessment techniques.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that the course is to be taught asynchronously and students cannot be required to attend an on-ground event.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I agree to submit my course to the ROCE Review Committee one month (30 days) prior to the start of the first semester offered and to incorporate suggestions from the committee.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that course materials should be housed on RODP servers.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I agree to abide by the policies and procedures of the RODP as noted on the RODP web site and explained in the orientation session
<b>Signature</b>	
_____	_____
<b>Course Developer</b>	<b>Date</b>

**Part 2: To Be Completed by the Appropriate Continuing Education or  
Workforce Development Official**

<b>Continuing Education or Workforce Development Official Information</b>	
<b>Name</b>	
<b>Phone Number</b>	
<b>Fax Number</b>	
<b>E-mail Address</b>	
<b>TTC/College/University</b>	
<b>Course Title</b>	
<b>Course Prefix and Identification Number</b>	
<b>Number of CEUs</b>	
<b>Rationale for CEUs</b>	
<b>Are there any industry specific accreditation organizations that should be contacted for approval of CEUs?</b>	
<b>Is This Course Required for Any ROCE Certificate Program? If so, Identify the Program.</b>	
<b>Is This Course Required for Any Proposed ROCE Certificate Program? If so, Identify the Program.</b>	
<b>Course Prerequisite(s).</b>	
<b>Source (check one)</b>	<input type="checkbox"/> New online (never offered online before) <input type="checkbox"/> Conversion to D2L from (list course management system in which the course is currently being offered):
<b>Course Fee. If You are Proposing a Course Fee Other Than the Standard Fee, Include a Justification.</b>	
<b>Instructor Compensation. If You are Proposing Instructor Compensation Other Than the Standard Compensation, Include</b>	

<b>a Justification.</b>	
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<b>Signatures</b>	
<div style="border-top: 1px solid black; margin-top: 50px; text-align: center;"> <b>Chief Continuing Education Officer</b> </div>	<div style="border-top: 1px solid black; margin-top: 50px; text-align: center;"> <b>Date</b> </div>
<div style="border-top: 1px solid black; margin-top: 50px; text-align: center;"> <b>Vice President</b> </div>	<div style="border-top: 1px solid black; margin-top: 50px; text-align: center;"> <b>Date</b> </div>
<b>RODP Internal Use Only</b> (please do not write below this line)	
Date Received	
Date Forwarded to ROCE Curriculum Committee Chairperson	
Date Assigned to ROCE Subcommittee	
ROCE Subcommittee Assigned	
ROCE Subcommittee Recommendation	
ROCE Curriculum Committee Action Taken	
ROCE Curriculum Committee Date of Action	
Date of Notification to Course Developer	
Notes	