TO: The Executive Committee
FROM: The Committee on Instruction and Curriculum (CIC)
SUBJECT: 17-18 CIC 42 revised: Revision Request for Online Teaching and Learning Certificate

ACTION REQUESTED: That the Academic Senate accept the information that the semester transformation request for Online Teaching and Learning Certificate has been approved by CIC; effective Fall 2018.

BACKGROUND INFORMATION:
The Senate process for approving transformed programs for the semester calendar is defined by 14-15 CIC 36. CIC discussed the semester transformation request for Online Teaching and Learning Certificate in its February 19, 2018 meeting, where it was unanimously approved. The proposal may be viewed within Curriculog; the summary is attached.

The Executive Committee noted a need for a list of the courses offered. Courses listed in Curriculog for certificate are:

OTL851: Introduction to Online Teaching and Learning
OTL852: Instructional Design Models for Online Learning
OTL853: Technology Tools for Online Instruction
OTL854: Designing Curriculum for Online Instruction
Certificate in Online Teaching and Learning  
Continuing Education Request for New or Revised Program

**General Catalog Information**

***READ BEFORE YOU BEGIN***

Use this form to request a revision to your degree, certificate, credential, subject matter preparation program, or to request a new degree, certificate, credential, or subject matter preparation program offered through Continuing Education.

*Please turn on Help Text by clicking the Show Help Text icon above this section of the form.*

**Effective Term:** Fall 2018  
**Effective Catalog:** 2018-2019

Select **Program** unless otherwise instructed by APGS

- Select PROGRAM*  
  - Program
  - Shared Core

**Department:**  
*University Extension

**Full and exact title of Program:**  
Certificate in Online Teaching and Learning

**Is this a New or Revised program (see help text)?**

*NEW  REVISED

**Does this program bear Academic Credit?**  
*YES  NO

**New Degree Program Proposal Template:**
To propose a new degree program, download the Chancellor's Office New Degree Program Proposal Template. This template is required by the CSU Chancellor's Office for the consideration of all new degree programs. The last pages of the template are specific to CSUEB and are required for your program's inclusion in the University Catalog. Upon completion of this template, scroll to the top of this form and select the files icon within the proposal toolbox to attached the file.

**Before completing the New Degree Program Proposal Template** you should have already submitted the Academic Master Plan and Resource Implication Form to your department chair for review.

Note: New Course Requests (Continuing Education/University Extension New Course Request Form) must be submitted for all courses included in the program that have not already been proposed.

**For REVISED Programs:**

**Please read before completing Curricular Requirements Section**

Instructions:

Start with the View Curriculum Courses icon directly beneath the Curricular Requirements field. Select the Add Courses button to enter each individual course that will be used in your program. (Note: Include the Course Units in the Course Title (name) field for ease of review by campus committees). Next select the View Curriculum Schema icon (to the left of the Curriculum Courses icon). Select Add Core to build the headers and requirements for your catalog page (i.e. add headers for Course Requirements, Electives, or subject areas.) **Please include total units in core headers.**

Preview your catalog chapter by selecting the Preview Curriculum icon.

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**Program Description and Admission Requirements (For REVISED programs):**

The Online Teaching and Learning (OTL) Certificate meets the needs of university and college faculty, K-12 teachers, corporate and military trainers, educational administrators, curriculum designers, technical support staff, and others who design, implement, and teach online courses.

**Curricular Requirements**

**Total number of units:** 12

**Additional program**
Relationship of Revised Program to requirements for teaching credentials, accreditation and/or licensing, if any:

What is (or will be) the delivery format of this program?
- On-ground only
- Online only
- Hybrid (both online and on-ground)

Resource implications of the proposed revision, if any:

Consultation with other affected departments and programs:

The following department(s) has (have) been consulted and raised no objections:

Did not consult any departments outside of my own.

The following department(s) has (have) been consulted and raised concerns:

Catalog Item Types

Degree Type
- Certificate
| Program Type* | Certificate |