TO: The Academic Senate
FROM: Committee on Instruction and Curriculum
SUBJECT: Proposed New Online and Hybrid Course Modification Form for Existing Courses
PURPOSE: For Action by the Academic Senate

ACTION REQUESTED: That the Academic Senate approve the new online and hybrid course modification form for existing courses; effective immediately upon approval of the President.

ExCom further requested that the New Course Proposal form be modified so that those with online format indicated would be required to answer questions 3-6 on the form attached to 08-09 CIC 29, with wording modifications appropriate to new courses.

BACKGROUND INFORMATION: CIC met to discuss the proposed new Online and Hybrid Course Modification form for existing courses at its meeting on April 6, 2009. CIC approved this new form (8-0-0) to be added to the Curricular Procedures Manual for use by departments. (See also 08-09 CIC 19 revised, Proposed Changes to the Policy on Online and Hybrid Instruction.)

All backup information for this policy is available for review on the CIC Sharepoint 04/06/09 meeting workspace. The web link for this meeting on Sharepoint is https://sharepoint.csueastbay.edu/sites/AcademicSenate/CIC%20Meeting1/CIC%20Meeting/Lists/Agenda/DispForm.aspx?ID=118&Source=https://sharepoint.csueastbay.edu/sites/AcademicSenate/CIC%2520Meeting1/CIC%2520Meeting/default.aspx%3FInstanceID%3D20090406
ONLINE AND HYBRID
COURSE MODIFICATION REQUEST FOR EXISTING COURSES

1. **DEPARTMENT.** [Name of department or program which will offer the course or courses.]

2. **COURSE OR COURSES TO BE OFFERED IN ONLINE OR HYBRID FORMAT.** (List Prefix, Number, Full Title, Units, and specify for each if request is for course to be offered in online, hybrid or both format(s))

3. **DESCRIBE THE STRATEGIES FOR MOVING THE COURSE(S) TO AN ONLINE OR HYBRID FORMAT.** (Discuss the instructional methods for offering the course(s) content in an online or hybrid format)

4. **DESCRIBE THE EXPERIENCE, SUPPORT AND/OR TRAINING AVAILABLE FOR THE FACULTY MEMBERS WHO WILL TEACH THIS ONLINE OR HYBRID COURSE(S).** (Discuss how you will ensure that faculty will know how to teach online or in a hybrid format.)

5. **ASSESSMENT OF ONLINE AND HYBRID COURSES.** (Discuss how your department will assess the quality of the online and/or hybrid instruction to ensure it is equal or superior to your on-ground instruction).

6. **DO ANY OF THE LISTED COURSE(S) MEET GENERAL EDUCATION-BREADTH REQUIREMENT(S), U.S. HISTORY-INSTITUTIONS REQUIREMENT, OR THE UNIVERSITY WRITING SKILLS REQUIREMENT? IF SO, THEY MUST BE SUBMITTED TO THE GE SUBCOMMITTEE FOR APPROVAL TO BE OFFERED ONLINE OR IN A HYBRID FORMAT.** (List course(s) approved for an area of GE (state which category), the Code Requirement, or the University Writing Skills Requirement.

7. **RESOURCE IMPLICATIONS.** [With the modification of this course (s), is there a need for additional student fees or other resources such as faculty, facilities, equipment, and/or library resources that will not be covered by the department budget.]

8. **CONSULTATION** with other affected departments and program committee:
   
a) The following department(s) has (have) been consulted and raise no objections:
   
   [If no out-of-college departments or programs needed to be consulted and there were no objections by the departments and/or programs in your college, type in the following: “All Departments in the College of _____ were consulted and there were no objections.”]

   b) The following department(s) has (have) been consulted and raise concerns:
   
   Department:
   Concern:

9. Certification of **DEPARTMENT APPROVAL** by the chair and faculty.

   Chair: __________________________ Date: ________________
   [Have the Department Chair sign a hard copy for the College Office files and type in the person’s name here.]

10. Certification of **COLLEGE APPROVAL** by the dean and college curriculum committee.

    Dean/Associate Dean: __________________________ Date: ________________
    [Have the Dean or Associate Dean sign a hard copy for the College Office files and type in the person’s name here.]