EME Course/Program Deliberation Routing Sheet

This routing sheet ensures that the Academic Affairs Committee has all the information necessary when considering Electronically Mediated Education courses and/or programs. Per the Faculty Manual:

1) The Academic Affairs Committee approves the use of online, blended, and synchronous courses and programs.
2) Deliberation regarding the development and implementation of online, blended, and synchronous courses and programs includes the faculty members of the applicable academic department, the dean overseeing the course or program, the Provost, the Office of Extended Education, the Library, and Information Services.
3) Recommendations or appeals to the Academic Affairs Committee may come from any of the persons listed under #2.

Proposed Course(s) or Program ____________________________________________________________

If this is for one course, please attach the course description.

Proposed by ___________________________ Date ___/___/_____; Anticipated Deployment Date ____________

Intended Student Constituency _____________________________________________________________

__________________________________________________________

EME type: ☐ Online; ☐ Blended; ☐ Synchronous; ☐ Other ____________________________

What is the rationale for offering this course or program in an EME format? ____________________________

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What is the anticipated impact (i.e., enrollment, budget, faculty load, offering regularity) on existing non-EME courses? _______

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How often will this course or program be offered in an EME format? ____________________________________________
_____________________________________________________________________________________________________
_____________________________________________________________________________________________________

If this course or program will use a blended EME format, how will the course be structured? ______________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Are there any other issues that should be considered regarding this proposal? ______________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

CONSIDERATIONS (If you have items for consideration by the Office of Extended Education and the Academic Affairs Committee during the deliberation process, please mark the Feedback box and attach a memo.)

Academic Department...... □ No Feedback    □ Feedback     (signature) _____________________________ ___/___/___

Dean.............................. □ No Feedback    □ Feedback     (signature) _____________________________ ___/___/___

Library.......................... □ No Feedback    □ Feedback     (signature) _____________________________ ___/___/___

Extended Education......... □ No Feedback    □ Feedback     (signature) _____________________________ ___/___/___

Information Services ........ □ No Feedback    □ Feedback     (signature) _____________________________ ___/___/___

Provost.......................... □ No Feedback    □ Feedback     (signature) _____________________________ ___/___/___

Academic Affairs Committee Action: