

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? _____

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

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.....	<input type="checkbox"/> No Feedback	<input type="checkbox"/> Feedback	(signature) _____	__/__/__
Dean.....	<input type="checkbox"/> No Feedback	<input type="checkbox"/> Feedback	(signature) _____	__/__/__
Library.....	<input type="checkbox"/> No Feedback	<input type="checkbox"/> Feedback	(signature) _____	__/__/__
Extended Education.....	<input type="checkbox"/> No Feedback	<input type="checkbox"/> Feedback	(signature) _____	__/__/__
Information Services.....	<input type="checkbox"/> No Feedback	<input type="checkbox"/> Feedback	(signature) _____	__/__/__
Provost.....	<input type="checkbox"/> No Feedback	<input type="checkbox"/> Feedback	(signature) _____	__/__/__

Academic Affairs Committee Action: