COURSE PROPOSAL FORM

Please supply the requested information and submit this form to:

Director, ELI

Your name: ______________________________

Your campus: ______________________________

Your email: ______________________________

Course number: ______________________________

Course title: ______________________________

Semester and year you expect to implement the course: ______________________________

Approval: ______________________________

(Signature of Division Chair)

1. Briefly describe the proposed course activities and media (e.g., # of projects, essays, exams, and other assignments; video, audiotapes, computer conferencing, etc.):

2. Briefly explain how the course meets the following ELI course selection and retention criteria:

   • Explain how this course is deliverable by home study distance education, describing how key course elements would be delivered at a distance and how any potential barriers to home study delivery would be overcome.

   • Confirm that this course is approved by the VCCS and NVCC.
3. Explain how this course meets an existing demand, for example in terms of high on-campus enrollments, high transferability of course to four-year institutions, specific evidence of strong emerging market demand, etc.

4. Explain how this course relates to existing ELI and College offerings, for instance whether degree and/or certificate program(s) require the course, or whether the course is a part of an ELI or Collegewide initiative (e.g., new degree or certificate program, grant-funded initiative, etc.)

5. Describe your qualifications to teach this course via distance education. Include here any past distance education teaching experience, proficiency with distance education technologies, on-campus success rates, willingness to work with students to help them succeed, etc.

6. Describe any special benefits of offering this course at ELI. Examples are subject matters with special value, use of innovative technology, or high potential value of the course in an emerging market area.