

University of Hawai'i - West O'ahu Online/Hybrid Course Approval Form

This form must be completed for all courses intended for online and hybrid delivery.

An **online course** is conducted entirely over the internet. Course materials are posted on Lulima. Online courses never require meeting on campus. A **hybrid course** combines online learning with scheduled face-to-face class sessions on campus with the instructor. The campus sessions meet at the scheduled days and times as indicated in the course schedule.

Resources

If you need assistance completing the DE approval form or assistance with any aspect of planning or revising a course for online delivery, please contact:

Sharla Hanaoka, Instructional Designer, uhwode@hawaii.edu
Rian Barreras, Instructional Designer, uhwode@hawaii.edu

Approval Process

1. The applicant reviews the UHWO Quality Online Course Design Guidelines (see Faculty Handbook via Faculty Senate Lulima Worksite or UHWO DE Lulima Worksite)
2. The applicant completes the Online/Hybrid Course Approval Form and submits this document to the Chair of the Faculty Senate Distance Education Committee.
3. The Faculty Senate Distance Education Committee reviews the application form; the application may be recommended for approval by the Faculty Senate and forwarded to the VCAA office or returned to applicant for revision.
4. The VCAA office approves application or returns to the form to the Faculty Senate Distance Education Committee. With respect to all returned applications, a VCAA office representative will attend a Faculty Senate meeting in order to discuss the declined application.

**University of Hawai'i – West O'ahu
Online/Hybrid Course Approval Form**

Online Status (select one)

_____ 100% online

_____ Hybrid

Addendum Status (select one)

_____ New proposal

_____ Addendum

Timeframe being requested (*Initial proposals - 3 years Renewals - 5 years*)

Requested Effective Date:	Semester		Year	
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Projected Expiration Date:	Semester		Year	
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Course Name _____

Number _____

Cross-listed Course Name & Number (if applicable)

Name _____

Number _____

- 1. Course Objectives.** List course objectives exactly as it appears in the course syllabus on record and explain how students will achieve each objective in the distance delivery format.

2. Methods of Instructions. Instructor/Student Contact.

A. Learning Management System

- Lulima
- Other (please specify) _____

B. Teacher to Student, Student to Student Communications

- Videoconferencing Applications
- Chatroom
- Blackboard
- Email
- Discussion Board
- Webcasts
- Podcasts
- Telephone
- Orientation Sessions
- Other (describe) _____

3. Hours for Content Delivery and Interaction.

Please show approximate hours anticipated for student activities that take place to fulfill the requirements of “in-class” time as indicated on the course outline on record. For example, a 3 unit/3 hour lecture course has 37.5 hours of “in-class” time. Activities can include reading lesson module, quizzes and examples, participation and discussion forms, watching course videos, or mandatory face-to-face meetings (hybrid only). Activities DO NOT include activities which would normally be expected as homework such as reading the text, preparing and studying for exams, research assignments, or problem solving exercises.

Activity	Description	Online Hours	Face-to-Face hours (for hybrid)	Total hours per semester

4. Accessibility. The Americans with Disabilities Act of 1990, section 508 of the Rehabilitation Act of 1973 require that accessibility for persons with disabilities be provided. Distance education courses and resources must generally be designed to provide “built-in” accommodations (i.e. closed or open captions, descriptive narrations, modification of testing time limits, written instructions).

After reading the statement above, is there any aspect of the course that cannot be made accessible to students with disabilities?

_____ Yes _____ No

If yes, briefly explain the problem and how that problem is resolved in the regular face-to-face class.

5. Consultations

Information Technology staff (required)

Name

Signature

Library staff (If applicable. If unsure, please double check Alpie Garcia, Library staff.)

Name

Signature

Student Affairs staff (If applicable. If unsure, please double check with Robyn Tasaka.)

Name

Signature

The applicant certifies that:

- The course has been planned in accordance with the Distance Education Guidelines and 3-credit hour policy.
- Each section of this course will include regular and effective contact between instructor and students.

Submitted by:

Applicant Signature

Date

Print Name

Approved by:

Division Chair

Date

Distance Education Committee Chair

Date

Vice Chancellor of Academic Affairs

Date