

Proposal for Development of Distance Education Courses

When proposing an idea for new Distance Education (DE) courses at HCHC, there are several pieces of information that you will need to provide in addition to the course proposal process already outlined in the Faculty Handbook. This will help the HCHC leadership team understand your idea and how it fits into the existing DE programming structure and strategy.

Prior to drafting your proposal, please gather the following information:

- Course name and description
- Contact hours
- Audience
- Delivery format (remote, in-person/on-campus, asynchronous online, hybrid, etc.)
- Updated Faculty CV

Please present the DE course proposal according to the following outline:

Cover Page

The cover page should contain the program/course name, description, contact hours, program proposer, program development team members, and date of proposal submission.

Course Title(s), Course Description(s), & Contact Hours for Each Course

Provide a detailed description of each DE course you are planning on developing. Include proposed course learning objectives. Identify the number of contact hours students will spend on each course.

Delivery Method

Describe the program and course delivery method. Options include in-person, remote delivery via synchronous video, asynchronous online, hybrid, or some combination therein.

Delivery Approach

Describe the course content for each individual course. Examples include lecture-based, discussion-based, workshop-based, document/reading-focused, etc. Please be as detailed and specific as possible. It is likely that each course will have some combination of lectures, discussion, and hands-on activity; and if this is the case, please describe the course content and structure. Feel free to include any supplementary materials as addendums to the proposal.

Audience

Identify the audience with whom you believe the program or course(s) will most align. Consider who will be interested in this program or course(s) and why. Include any market analysis or career-related information that you feel might be relevant.

Program Alignment at HCHC

Be sure to answer the following questions in narrative form:

- How will the proposed DE program or course(s) align with current offerings at HCHC?
- Are there other HCHC courses or programs that the newly proposed program/course(s) might compete with and have a potentially negative impact on their enrollment?
- What can HCHC (the school as a whole, including students, faculty, leadership, alumni, trustees, etc.) gain from implementing the proposed program or course(s)?
- What can students who complete the program or course(s) hope to use their new skill set for in practice? How will it advance their career or spiritual path?
- What is the expected enrollment?
- What amount of revenue do you expect this program to generate? What will it cost to invest in starting this program?
- Does this program or course fill a need or a gap related to HCHC’s institutional mission?

Note: Prior to delivery, this course or program will be evaluated by the dean and representative from the Department of Distance and Continuing Education using the Distance Education Course Review Matrix.

Dean Approval

Printed Name _____ Signature _____ Date _____

Vice President for Academic Affairs Approval

Printed Name _____ Signature _____ Date _____