



FLORIDA STATE UNIVERSITY
OFFICE OF DISTANCE LEARNING

Online Course/Program Development Proposal Form

You will find the entire online course development process and all necessary forms at:
<http://distance.fsu.edu/instructors/developing-and-managing-online-program>

Basic Information

Contact :

E-mail:

Phone:

Department:

I. Course Development and Quality

1. Briefly explain the motivation for proposing the development of this online course/program.

2. Describe the level of departmental support.

3. Has the program or course approval process been completed by the appropriate policy committee?

Graduate Policy Committee

Undergraduate Policy Committee

If not, please explain:

4. Has the course(s) approval been considered by the University Curriculum Committee?

Yes

No

5. What course(s) will be offered?

6. Is there enough faculty release time available for individual faculty to develop the course(s)?

Yes

No

If not, please explain:

7. Will the courses be comparable (quality instruction, measurable learning outcomes, and robust assessments) to courses taught on campus?

Yes

No

If not, please explain:

8. If this is a program proposal, please indicate who will serve as program coordinator. (The program coordinator is the primary point of contact for program-level decisions related to online learning program development and delivery.) Please input the name of your Program Coordinator:

9. Will the academic program comply with University admission guidelines?

Yes

No

If not, please explain

II. Program/Course Demand and Availability

1. Please describe the research or needs assessment used to determine need or demand for the proposed course/program.

2. Describe the results of the needs assessment described above.

3. Will the face-to-face course/program still be necessary after development of the online program?

Yes

No

If yes, does the department have the resources to offer the online course/program while maintaining its on-campus version?

Yes

No

4. Will the course(s) be offered regularly in an appropriate sequence, time frame and format that will allow students to complete degree or certificate requirements within the specified time frame (e.g., two years for graduate programs; four years for undergraduate programs)?

Yes

No

III. Sustainability (Complete this section only if proposing a new program.)

1. Does the program consist of courses the academic unit is committed to offering regularly?

Yes

No

2. Will the program be self-supporting after development?

Yes

No

IV. Return on Investment

1. Enter the projected enrollment for individual courses, or program.

2. Explain any cost savings to the University and how these savings will be generated (e.g., cost savings, other financial benefits, increased enrollments, reduced faculty workload, decreased facilities usage).

3. If no cost savings are listed above, is there a way to offer the program to provide cost savings?

Yes

No

Please explain:

4. Describe, if any, the financial benefits to the department.

5. Will the online course carry an auxiliary distance learning fee?

Yes

No

If yes, will the distance learning fee cover all subsequent teaching (e.g., mentors) and development costs (course revision)?

Yes

No

6. (Program proposals only) Describe how the program's success will be evaluated (e.g., increased graduate enrollment, higher success rates, increased retention, cost savings, enhanced learning outcomes).

V. Budget

1. Provide the developmental support/release time needed to (1) develop the content and (2) work with ODL to convert to the LMS. Note: At most, ODL may provide two semesters of .25 FTE release time or its equivalent (37.5% in the summer term) for a faculty member.

2. Will media development be needed?

Yes

No

If yes, make requests for media development via the [Online Digital Media Request Form](#) (campus.fsu.edu log-in is required.)

3. Will instructors be paid in-load or overload, with E&G or Auxiliary funds?

4. Does this decision reflect the department's current student FTE goals?

Yes

No

5. Does this decision reflect the University's current FTE goals?

Yes

No