

EME Course Proposal

This routing sheet ensures that the Academic Affairs Committee has all the information necessary when considering Electronically Mediated Education courses (online, blended, or synchronous).

NOTE: For new online programs please use the New Program Proposal rather than this form.

Northwest University will consider a course to be blended if more than 20% of classroom time is replaced by online activities.

The decision-making process regarding EME courses and programs is defined in 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 College of Adult and Professional Studies, the Library, and Information Technology.*
- 3) *Recommendations or appeals to the Academic Affairs Committee may come from any of the persons listed under #2.*

Proposed Course _____

Please attach the course description.

Proposed by _____ **Date** ___/___/___ **Anticipated Deployment Date** _____

Intended Student Constituency _____

EME type: Online Blended Synchronous Other _____

Have each of these individuals and/or departments (faculty of academic department, dean, Provost, College of Adult and Professional Studies, Library, Information Technology) had an opportunity to review and respond to this request? Yes No

Feedback: _____

What is the rationale for offering this course in an EME format? _____

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

What is the anticipated impact on NU's Information Technology department? _____

How often will this course be offered in an EME format? _____

If this course will use a blended EME format, how will the course be structured? _____

Are there any other issues that should be considered regarding this proposal? _____

Academic Affairs Committee Action:

Approved Declined Recommendations: _____