

Distance Education Proposal (DEP) Form

Part 1: Course Information

Instructions: Download then complete Parts 1 and 2, save it with a unique name and email it to your Department Chair.

1. Is this a request for an existing course? Yes No
 If yes, please provide the title and course number: (ex. MAT 153: College Math & Statistics)

2. Is this course already built as a distance ed course? Yes No
 If yes, please provide a CRN to review: _____
 If no, do you need assistance with course design? Yes No

3. Please provide a brief justification for this request:

4. What is the desired term/year this course will be offered in this modality? _____

5 Other than schedule type, are there additional changes required?
CCFF: Yes No
Syllabus: Yes No
 If yes, please provide a brief description of changes:

Part 2: Requester Information

Name: _____	Title: _____
Phone Number: _____	Email: _____
Campus: _____	Program/Department: _____
IDT G20 (or IDT G31) completed (Term/Year): _____	

Part 3: Course and Design Review

Instructions: Lead Department Chair coordinates with Collegewide counterpart chairs to complete Parts 3 and 4.

Each Department Chair lists an instructor from their campus to participate in the design and/or review.

Georgetown: _____ <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Design Review N/A </div>	Dover: _____ <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Design Review N/A </div>
Stanton: _____ <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Design Review N/A </div>	Wilmington: _____ <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Design Review N/A </div>

Part 4: Department Chair Review Signatures

Instructions: After all department chairs approval, the lead department chair submits the DEP form, syllabus, Curriculum Proposal Change Form (CPC), and Course Evaluation Measures Menu (CEMM) to the Director of CCIT. If the Department Chairs do not agree, they will inform the instructor(s).

Georgetown: _____

Dover: _____

Stanton: _____

Wilmington: _____

Part 5: Initial Proposal Review by CCIT

Instructions: Email the DEP form, syllabus, CPC and course evaluation measures to Sara Carter (carter@dtcc.edu). Proposals may be reviewed with the Curriculum Committee prior to assigning an instructional designer to the project.

Approval to Develop

Approved

Not Approved

Date Approved: _____

Comment: _____

Part 6: CCIT Approval

Instructions: After CCIT approves the course, they will forward the DEP form, syllabus, CPC, and course evaluation measures to both the lead department chair and Director of CCIT.

CCR Complete: Yes No

Approved Distance Education Schedule Type Yes No

Comment: _____

CCIT Signature: _____

Date: _____

Part 7: Final Curriculum Committee Approval

Approval of Distance Education Course

Approved

Not Approved

Date Approved: _____

Comment: _____

Curriculum Committee Final Approval Signature: _____