



## **THE UNIVERSITY OF THE WEST INDIES**

### **PROPOSAL FOR NEW GRADUATE COURSE**

*[NB: See key definitions of terms used in this template in Appendix I]*

**Campus and Faculty:**

**School, Department, or Centre:**

**Course Code and Title:**

**Semester and Level:**

**Pre-requisites:**

**Co-requisites:**

**Anti-requisites:**

**Course Type:** (Core, Elective, or Co-curricular)

**Credits:**

**Projected Enrolment:**

**Projected Start Date:**

**Mode of Delivery:** Face-to-Face ☐ Blended ☐ Online ☐

#### **1. Course Description**

## 2. Rationale

### 3. Course Goals

***The goals of this course are to:***

#### 4. Specific Learning Outcomes

***On successful completion of this course students will be able to:***

## 5. Course Content

*The following topics will be addressed:*

## 6. Teaching Methods

**7. Contact and credits hours: Example - Lecture, Tutorial, Labs, other<sup>1</sup>:**

| Type          | Duration<br>(Number of weeks) | Contact Hours | Credit Hours |
|---------------|-------------------------------|---------------|--------------|
| Lecture       |                               |               |              |
| Tutorial      |                               |               |              |
| Labs          |                               |               |              |
| Other (e.g.)  |                               |               |              |
| <b>Total:</b> |                               |               |              |

<sup>1</sup> **1 credit =** 12 lecture contact hours  
24 hours of laboratory work, supervised field assignments, seminars or formal group discussions  
48 hours non-supervised research work

## 8. Course Assessments Description

## 9. Course Assessment Type and Course Learning Outcome Matrix

| # | Assessment Item | Learning Outcomes<br>(See Section 5) |          |             |
|---|-----------------|--------------------------------------|----------|-------------|
|   |                 |                                      | Weight % | Description |
| 1 |                 |                                      |          |             |
| 2 |                 |                                      |          |             |
| 3 |                 |                                      |          |             |
| 4 |                 |                                      |          |             |
| 5 |                 |                                      |          |             |

## 10. Readings/Learning Resources (Online and Print)

*Other: No special equipment needed*

**11. Staffing Requirements.** Give an indication of the staffing needs for the delivery of the course.

## 12. Projected additional Cost (if any) for Proposed Graduate Course

| PROGRAMME | COST | PROGRAMME CREDITS | PER CREDIT | 4 CREDIT COURSE | Compulsory Fees: Caution, Guild, Accident, Registration, ID Card etc. |
|-----------|------|-------------------|------------|-----------------|-----------------------------------------------------------------------|
|           |      |                   |            |                 |                                                                       |

## 13. Course Calendar

| Week | Topic | Required Readings & Learning Resources | Learning Activities | Assignments |     |
|------|-------|----------------------------------------|---------------------|-------------|-----|
|      |       |                                        |                     | Name        | Due |
|      |       |                                        |                     |             |     |



**Academic Staff Member / Contact Person Responsible/Coordinator**

Name:            Telephone:            Email:

**Campus/Faculty/Department:**

**Date of Recommendation by Faculty Board/APAD:**

**Signature<sup>2</sup>:**

**Dean/Director**\_\_\_\_\_

**Signature: Department Head**\_\_\_\_\_

---

**Checked and endorsed by:** ☐ Campus Bursary    ☐ CETL            ☐ Library

☐ Bookshop                      ☐ Faculties on other Campuses

☐ Other \_\_\_\_\_

NB. Attach supporting documents as appendix e.g. CETL. Library, online checklist

---

---

<sup>2</sup> Signatures of the Department Head and Dean are only required for single course submissions. For courses that form part of a larger programme proposal, these signatures should be affixed on the proposal cover page.

## APPENDIX I

### 1. Key Definitions:

**Face-to-Face Course:** A course in which teaching and learning takes place predominantly in the physical space where instructors and students or learners meet in person. A face-to-face course is based on course contact hours standards.

**Online Course:** A course which has been intentionally designed so that all instruction takes place using technology and there are no requirements for face-to-face class meetings. An online course can be delivered synchronously, asynchronously or both.

**Synchronous Delivery:** Teaching and learning which occurs when instructors and students/learners meet online at the same time.

**Asynchronous Delivery:** Teaching and learning which occurs when instructors and students/learners interact with each other and the course material at different times.

**Blended Course:** A course which has been designed to intentionally replace some of the face teaching and learning which takes place in a physical space with teaching and learning in the online environment. In order to qualify as a blended course, at least 1 credit hour (12 contact hours of face-to-face teaching or equivalent) must be replaced with teaching and learning in the online environment.

**Online Programme:** A programme which consist of all online courses.

**Blended Programme:** A programme which consists of any combination of two or more types of courses. This combination might be:

- Face-to-face and blended courses
- Face-to-face and online courses
- Blended and online courses
- Face-to-face, blended and online courses.

**Emergency Remote Teaching:** A temporary shift of instructional delivery to an alternate delivery mode due to crisis circumstances<sup>1</sup> (Hodges, Moore, Lockee, Trust & Bond, 2020)

---

<sup>1</sup> Hodges, C., Moore, S., Lockee, B., Trust, T. & Bond, A. (2020, March 27). The Difference Between Emergency Remote Teaching and Online Teaching. EDUCAUSE REVIEW.  
<https://er.educause.edu/articles/2020/3/the-difference-between-emergency-remote-teaching-and-online-learning>

## APPENDIX 2

### CHECKLIST FOR SUBMISSION OF PROPOSALS FOR ONLINE AND BLENDED COURSES AND PROGRAMMES V4 REVISED MARCH 08, 2023

#### Introduction

The following checklist<sup>2</sup> has been developed to ensure that online and blended programmes meet the required standards of development, delivery, and student support. It is to be used in conjunction with the standard template for New and Revised Programmes and Courses. The completed checklist should be attached to the Programme Proposal for submission to the Board.

In responding to each criterion below, you may reference the relevant section in the programme or course proposal and/or provide a brief explanation and supporting evidence.

#### 1. Programme/Course Structure and Alignment:

- a) The online/blended programme/course is aligned to the vision, mission, and strategic plan of the UWI.
- b) The online/blended programme/course complies with the policies of the UWI, such as but not limited to The UWIs: *Data Protection Policy* (April 2021), *Information Security Policy* (September 2016); *The University of the West Indies Information Security Policy Guidelines*; *Acceptable Use Policy Information & Communication Technologies (ICT)* (December 2014); *Policy on Intellectual Property Management and Commercialisation*; *The University of the West Indies Risk Management Policy*, October 2022
- c) Clear roles and responsibilities for persons directly involved with the day-to-day teaching/facilitation and support of the course are outlined (e.g. faculty member/subject matter expert, instructional designer, multimedia support, programme coordinator)
- d) Sufficient qualified and academic staff are provided to support the online/blended programme/course.
- e) The budget for the online/blended programme/course is sufficient to support the resources required to effectively support the online/ blended course/programme over the lifetime of the course/programme

---

<sup>2</sup> A combination of check marks and reference to the programme proposal document should be used to support requests. The online expert must review and check before completing the confirmation note referred to in No. 6.

**1E) For a blended programme, clearly indicate the modality of each course**

| Course Name/Code | Delivery method (blended, online asynchronous, online synchronous, face to face) |
|------------------|----------------------------------------------------------------------------------|
| 1.               |                                                                                  |
| 2.               |                                                                                  |

**2. Technological Support:**

- a) The course delivery technology to be used is the institutional approved technology solution for course delivery<sup>3</sup>
- b) IT resources and educational technology tools identified as necessary for specific courses have been approved.
- c) Availability of technical services to ensure continued ease of access to curricular materials. Submit confirmation from Campus IT Services (or the relevant entity) of their ability to provide the necessary services, or submit alternative arrangements made/to be made by the Department.

**3. Faculty Preparedness and Support for Online Teaching:**

Provide evidence of /or plans for training initiatives to develop the competency of faculty to deliver quality online teaching in accordance with established best practices. This includes:

- a) Training in online pedagogy
- b) Training in the use of the chosen technology platform(s)
- c) A plan for student engagement during online synchronous sessions in a course
- d) A plan for how asynchronous online course development standards will be applied using a UWI approved rubric
- e) Availability of reliable technical support for faculty during the online programme/course

---

<sup>3</sup> This is considered a mission-critical enterprise system and should be supported as such.

#### **4. Student Support:**

**Indicate:**

- a) arrangements for the training/orientation of students in the use of the relevant technologies
- b) proposed faculty student ratio is clearly stated
- c) provisions to ensure that remote students have access to and can effectively use the relevant online library and information services
- d) provisions for advising students on academic matters.
- e) for online synchronous delivery, state the provisions for tutorial support and access to course materials
- f) the tools and methodologies that will be employed to create/facilitate a learning community.
- g) availability of reliable technical support for students during and after the online programme/course
- h) how the relevant data to support student success will be monitored to improve student success and retention
- i) what process is in place for the success and retention of students in the programme/course

#### **5. Assessment and Evaluation:**

**Indicate:**

- a) the online assessment strategies that will be used (e.g. class tests, exams, projects, etc.) and how they will be used for online students
- b) How opportunities for academic honesty in the online environment will be maximized
- c) How opportunities for academic dishonesty in the online environment will be minimized
- d) arrangements for proctoring of exams in remote locations, where applicable.
- e) arrangements for practicum and access to laboratory facilities, where applicable

- f) Opportunities for student feedback to improve the course/programme

## **6. Template for Confirmation Report**

The confirmation report is intended to provide evidence of consultation with online instructional designer, education technologist or other online expert with respect to the design of the programme/courses for online delivery, including any recommendations. A template for the confirmation note is shown below:

- 1. Programme and/or Course Name:**
- 2. Delivery Mode (Online or Blended):**
- 3. Name and Job Title of Online Consultant:**

**I certify that consultation on the programme or course has taken place with (Department/Lecturer) and that the proposed programme or course structure, the instructional materials and delivery systems are aligned with the learning objectives of the programme.**

**Recommendations:**

**Signed:**                **Online Consultant**  
**Affiliation**        **(Open Campus, CETL, other)**