Curriculum Council –Ecampus Review Process

Draft--11/12/09

1. Background on Ecampus course/program approval process:

**Ecampus approval**

- Ecampus has an internal intake/review processes in place to review new proposals for development and delivery of online courses or programs to be offered through Ecampus. Details about this processes can be found at: [http://ecampus.oregonstate.edu/faculty/rfpinstructions.htm](http://ecampus.oregonstate.edu/faculty/rfpinstructions.htm) (courses) and [http://ecampus.oregonstate.edu/faculty/program-request/](http://ecampus.oregonstate.edu/faculty/program-request/) (programs)

**University approval**

- Ecampus only reviews courses and programs that have already been approved through the curricular review process. If a faculty member/department proposes a course/program that has not been previously approved, Ecampus informs the proposer that the course/program must go through the University curricular review process before Ecampus will review or fund it.
- The learning outcomes of all online courses must be the same as the learning outcomes of the site based course. Program curricular requirements must also be the same for the proposed online program as the campus-based program. The course design for an effective online course may be different than a site based course, however the learning outcomes will be the same.
- Ecampus will only review and fund programs that have been approved through the Cat 1 process.

**Department approval**

- All courses/programs proposed to Ecampus must exist in the OSU Catalog and have the Department Chair approval in writing before developing a course or program for online delivery.
- The Department determines who will develop and teach the course.

**Course/Program evaluation**

- Ecampus e-mails a detailed MOU to the Department Chair and course developer, which must be agreed to by both, before Ecampus begins development of a new course. In the MOU it states that: "Department agrees to review course materials every five years or earlier to ensure the course is current and accurate." Ecampus encourages the Department Chair to review the course before it is ever offered. We also provide course assessment funds, and sample guidelines for assessment of online courses to departments that would like to review an online course for instructional quality and possible revision.
- Suggested Elements for Review of Online Instruction can be found here: [http://ecampus.oregonstate.edu/faculty/manual/SuggestedElementReviewofOnlineInstructionRev5-08.pdf](http://ecampus.oregonstate.edu/faculty/manual/SuggestedElementReviewofOnlineInstructionRev5-08.pdf)

2. Change in approval process

The Provost added an additional step to the Ecampus review process in a July 5, 2009 e-mail. The e-mail stated:
“New courses proposed through the Extended Campus will require approval from the Office of Academic Affairs. Requests will be submitted by the appropriate academic dean. The request should address the following criteria:

1. What is the primary reason for offering the course?
2. What student audience will benefit from the course?
3. Will the course “compete” with courses offered on-campus?
4. What, if any, will be the impact of the course on on-campus students?”

July 09 - November 09, Becky Warner and Susie Brubaker-Cole reviewed all new course/program proposals before Ecampus would fund and develop them.

On November 6th, Becky Warner wrote in an e-mail giving approval for the Anthropology Degree to be offered online… “that all subsequent proposals should go through the Curriculum Council (or the process developed with them).”


Programs delivered through Ecampus:

A. Curriculum Council review should happen when online program proposals to develop programs through Ecampus have any variances/differences to the campus program requirements. The review process should entail:
   a. Ecampus reviews program proposals first to decide if Ecampus should offer it online. (This is part of Ecampus intake review process…Ecampus evaluates programs based on areas such as does the subject lends itself to online learning, market need, cost to develop, financial sustainability over time, etc.)
   b. If Ecampus approves the program, Ecampus forwards the proposal to Susie Leslie for review of program requirements to determine equivalency with the campus-based program.
   c. If there are differences between the existing campus-based program and the proposed Ecampus program, Susie forwards program proposal to Curriculum Council for review.
   d. Curriculum Council reviews proposal and suggests any needed changes/clarifications.
   e. Ecampus notifies proposer and Department Chair of modifications needed or approval.
B. If the online program is the exact same program as site-based, no Curriculum Council review is needed because it has already been reviewed and approved for on campus delivery.
C. If the online program has the same list of electives, but fewer choices than its on campus counterpart, no Curriculum Council review is needed because it has already been reviewed and approved.

Question for Curriculum Council---What data/info does Curriculum Council want Ecampus to collect to pass on to them for their review? (Please see our attached intake web form to see the current data that Ecampus collects.—http://ecampus.oregonstate.edu/faculty/courseproposal.pdf

Courses Delivered through Ecampus:

A. Ecampus will continue to **not** fund or develop any course that has not been approved through the Cat 2 process. When a course proposal comes to Ecampus that has not been approved by Curriculum Council, Ecampus will have the proposer submit the course through the regular Cat 2 review channels and review the course after it is approved.
B. Ecampus will only approve/not approve course proposals that come in for online courses that already appear in the OSU Catalog. Ecampus will not send them for additional curricular review because they have already been reviewed and approved.