Supplemental Questions for Online, Hybrid or Hyflex Course Approval Requests

Merced Division of the Academic Senate

Undergraduate Council

The following supplemental questions should be completed for courses proposed to be offered in an online, hybrid or hyflex format. These questions should accompany a course request form. These questions can be used to accompany a new course proposal or as a modification of instructional modality for an existing course.

*Definitions: For purposes of UC Merced instructional delivery, the following definitions of instructional modality will be used. (Note: Course modalities for which there is no change in in-person seat time for students, do not require special approval under this supplemental form.)*

* *An online course is one in which required instructional activities are conducted via the internet. Online course can be synchronous or asynchronous or a combination.*
* *A hybrid course replaces a portion of face-to-face instruction with online learning. The classroom seat time for a hybrid course is 25-67% less than that of the fully in-person offering.*
* *A hyflex course is one in which students have the option to participate in-person or online. Instructional materials and assignments are made available to students both formats. Note: Online version of the in-person offering does not have to be synchronous.*

**Course Title and Number:**

**Instructional Modality Requested:** Online Hybrid Hyflex

If you selected “Hybrid”, please provide information about the amount of weekly in-person instruction planned.

**Instructor Submitting this Request:**

**Additional Instructors who may teach this course under the indicated modality:**

**Please provide a brief response to each of the following questions about the requested instructional modality for this course.**

1. What training will instructors and/or TAs for this course require to be successful? How will pedagogical expertise be included in the development process?
2. How will student learning be assessed? How will student identify be verified and academic integrity addressed for online assessments?
3. How will the course facilitate cohort building and interaction amongst students?
4. How will students be able to access instructor/TA support? (For example, how would office hours be handled with this course modality?) What feedback will be given to students on their learning?
5. How will the instructor(s) know if the chosen instructional modality is effective? What data will be utilized to continuously improve the course?
6. How frequently do you plan to teach the course in the online, hybrid or hyflex modality?

**The instructors and department leadership agree to the following policies with regards to delivery of the online components of the requested course.**  Yes No

* All instructors and teaching assistants for this course will have completed FERPA training and will ensure appropriate protection of student data within the course.
* Only university approved educational technologies will be utilized for course instruction and assessment.
* Course syllabus and course site will include information about technical support available to the students.
* Instructor will fully assist and comply with any requests for accommodations from Student Accessibility Services.
* Instructors will make reasonable effort to provide ADA compliant access to all course materials.