Choose the intended semester format. Example: If you are looking to teach a class in an accelerated format, please choose an 8 or 7-week term. If you are teaching a summer course, you may choose “other” to designate a 4 or 8-week term.

Define if your course is part of a UTEP Connect program. Example: Many programs offer an entire program or certificate online in partnership with UTEP Connect.

Tell us if you have completed the Teaching Online Academy (TOA) at UTEP. The TOA is an online training course that certifies faculty to teach online at UTEP. This course is required, and must be completed prior to teaching 100% online.

Tell us if you have completed the Blackboard training at UTEP. The Blackboard training is a self-paced course that teaches online faculty how to navigate and use the tools inside of Blackboard. This course is required, and program chairs set the deadline for completion.
Please provide the course, program, or certificate information; as well as a brief rationale for offering it fully online:

Please provide the name of the course and related information, along with supporting rationale. Example: Name and number of course, along with reasons why this course should be offered online to best serve UTEP students.

Preferred Launch Date:

List preferred launch date. Example: Summer 1, 2018. Note: Proposals need 4 to 6 months lead time to be approved.

Will the course contain any external course packages outside of the existing LMS (Blackboard)?

Will the course include any external course packages outside Blackboard? Example: Are you intending on using publisher material to supplement the content of your course. Some examples of publishers are Cengage Learning Mindlinks, Pearson My Lab, and McGraw-Hill Higher Education.

Department Chair
Dean

Populate the field and drop down menu with your Department Chair and Dean.
Complete the Joint Creation Ownership Agreement by clicking on the box labeled “Agree” and your name populated next to it. The proposal will not move forward if this box is not checked. If you have any questions, please contact Beth Brunk-Chavez, Dean of Extended University, at: blbrunk@utep.edu.

After populating the entire form, please click the green button labeled “OK” near the bottom left of the screen.
Frequently Asked Questions

I have submitted my form, what happens next?
The form will then be routed to your Chair/Program Director and Dean. Upon approval, the proposal will be routed to the Center for Instructional Design (CID) and Extended University for final review.

What happens once my proposal is approved?
Once approved, you will be contacted by the Director of CID and notified of the development timeline for your upcoming online course.

What happens if my proposal is not approved?
If your proposal is not approved, it may be returned to the initiator for completion of initial requirements (perhaps additional training) or proposed revision (perhaps change in launch date). The proposal will be kept in queue until any revision or requirements are complete.