

Online Course Development Agreement Instructions

Intended Semester Format

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.

Is this course part of a UTEP Connect online program?

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.

Has faculty completed Teaching Online Academy at UTEP?

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.

If teaching in Blackboard Ultra Course View, has faculty completed the Blackboard Ultra Course View training?

Blackboard has a new, simplified design called Blackboard Ultra Course View. This new design is optional and faculty are encouraged to participate in self-paced training: [Instructional Design Strategies](#).

If your course is new and being taught for the first time online, 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, 2022.

Note: Proposals need 4 to 6 months lead time to be approved.



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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 Mind links, Pearson My Lab, and McGraw-Hill Higher Education.

Department Chair/Dean

For Department Chair, please search by entering the first characters of the Chair's last name. For Dean, please use the drop-down menu.

I have read the Joint Creation Ownership Agreement and agree to the terms and conditions therein...

Complete the Joint Creation Ownership Agreement by clicking on the box labeled "I have read the Joint Creation Ownership Agreement and agree to the terms and conditions therein" and your name populated next to it. The agreement will not move forward if this box is not checked.

If you have any questions, please contact Dr. 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.



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