

UWUel derived
4/13/04 03-46c

Undergraduate Distance Education Review Form

(Required for all courses taught by distance education for more than one-third of teaching contact hours)

Existing and Special Topics Course

Course: SAFE 465/565 Right-to-Know Legislation

Instructor of Record: Bob Soule phone: _____ e-mail: bobsoule@uwp.edu

Step One: Department or its Curriculum Committee

The committee has reviewed the proposal to offer the above course using distance education technology, and responds to the CBA criteria as follows:

1. Will a qualified instructor teach the course? ☐ Yes ☐ No
2. Will the technology serve as a suitable substitute for the traditional classroom? ☐ Yes ☐ No
3. Are there suitable opportunities for interaction between the instructor and student? ☐ Yes ☐ No
4. a. Will there be suitable methods used to evaluate student achievement? ☐ Yes ☐ No
b. Have reasonable efforts been made to insure the integrity of evaluation methods (academic honesty) ☐ Yes ☐ No
5. Recommendation:
☐ Positive (The objectives of the course can be met via distance education.)
☐ Negative

signature of department designee

date

If positive recommendation, immediately forward copies of this form and attached materials to the Provost and the Liberal Studies Office for consideration by the University-Wide Undergraduate Curriculum Committee. Dual-level courses also require review by Graduate Committee for graduate-level offering. Send information copies to 1) the college curriculum committee, 2) dean of the college, and 3) Dean of the School of Continuing Education.

Step Two: UNIVERSITY-WIDE UNDERGRADUATE CURRICULUM COMMITTEE

☐ Positive recommendation

☒ Negative recommendation

Gail Schuist
signature of committee chair

4-13-04
date

Proposal incomplete - will be resubmitted in fall.
Forward this form to the Provost within 24 calendar days after review by committee.

Step Three: Provost

☐ Approved as distance education course

☒ Rejected as distance education course

[Signature]
signature of Provost

7/16/04
date

Step Four:

Forward materials to Dean of the School of Continuing Education.

GRADUATE CURRICULUM AUTHORIZATION FORM

Check As Appropriate:

☐ Level I ⇒ New Program ☐ or Program Revision ☐
☐ Level II ⇒ Degree Program Revision ☐ or New/Revised COR ☐
☐ Level III Minor Program Revision
☐ Application for COR Renewal
☐ Deletion Course ☐ or Track ☐ or Minor ☐ or Program ☐
☐ Variability in Program Delivery
☐ Program Reactivation
☐ New Course ⇒ Enter **CIP Code** (Contact Registrar's Office): 150701
☐ Major Course Revision
☐ Minor Course Revision
☐ Dual-Level or Cross Listing
☒ Distance Education

Description of Proposal: SAFE 465/565: Right-to-Know LegislationDepartment: Department of Safety SciencesAuthor or Contact Person: Dr. Bob Soule (bobsoule@iup.edu)

SIGNATURES OF APPROVAL

	Academic Integrity	Resource Implications	Date
Department Curriculum			
Committee Chair:	<u>[Signature]</u>	<u>[Signature]</u>	<u>2/14/04</u>
Department Chair:	<u>[Signature]</u>	<u>[Signature]</u>	<u>2/15/04</u>
TECC Chair:	_____	_____	_____
College Curriculum			
Committee Chair:	<u>[Signature]</u>	<u>[Signature]</u>	<u>02/23/04</u>
College Dean:	<u>[Signature]</u>	<u>[Signature]</u>	<u>2/27/04</u>
Graduate Dean:	_____	_____	_____
Provost:	_____	_____	_____
Graduate Committee Chair:	_____	_____	_____

COMMENTS:

Appendix B

Graduate Distance Education Course Approval Questionnaire (Attach to course proposal)

Course: SAFE 465/565 Right-to-Know Legislation

3cr-01-3sh

Instructor of Record: Dr. Bob Soule

Criteria used for Department review of course format as listed under the CBA Article 42, Section B, 2.

1. Will a qualified instructor teach the course?

Dr. Bob Soule will be an instructor of this class. Dr. Soule is a Full Professor with over 25 years of teaching experience in Industrial Hygiene and Industrial Safety. Dr. Soule has 7 years experience as Director of PA/OSHA and 12 years experience as an industrial hygienist in private industry.

2. Will the technology serve as a suitable substitute for the traditional classroom?

Distance education technologies (the world-wide-web, video, audio, and printed media) have been compared to traditional classroom instruction. The research consistently shows that the quality of the course and student outcomes is not affected by the media. They are however affected by the activities and interactions built into the course experiences.

This course will use the following format to achieve the best balance for web-based learning:

- Constructive activities embedded within the course notes.
- Students will also be required to actively participate in on-line discussions. There will be questions embedded in the notes as well as weekly postings by the instructor. Students will critique each other's work and the professor will manage the discussion.
- Students will participate in live chat room discussions within groups assigned to work on collaborative projects.
- Instructor will be available at regular times for contact via telephone, email, or chat room.

3. Are there suitable opportunities for interaction between the instructor and student?

As mentioned above, there will be several on-going opportunities for the student to interact with the instructor. These include interaction through the use of a course bulletin board, email, chat room, and telephone contacts. Many of the assignments discussed below require student interaction with both the instructor and fellow students.

4. Will there be suitable methods used to evaluate student achievement?

Multiple assessment techniques will be used to evaluate student achievement. They will include at a minimum the following:

- Timed tests using WebCT with password protection
- Weekly assignments posted to the bulletin board
- Comprehensive collaborative projects
- Individual projects assigned to students and submitted via email
- Chat room contributions by students
- Chapter summaries and synthesizing of content, posted to the database

5. Describe the evaluation methods to be used?

Several different evaluation methodologies will be used to evaluate this course. The instructor will be evaluated following the criteria outlined in Articles 12 and 42 of the Collective Bargaining Agreement (CBA). Both the Student Evaluation Instrument for Distance Learning and the Student Evaluation of Technology for Web Based (on-line) Courses, which were approved by Meet and Discuss on March 18, 1998, will be used to evaluate the class.

The Student Evaluation of Technology for Web-Based (on-line) Courses form is specifically directed at the evaluation of technology. Research studies on web-based courses show a direct correlation between student satisfaction and the effectiveness of the technology used in the course. Therefore, an important part of the evaluation of this course is the evaluation of the technology.

The second form, Student Evaluation Instrument for Distance Learning, has five separate sections. Section B "About the Course" and Section C "Student Satisfaction" are specifically directed at course items such as grading, course objectives, workload, and student learning.

This individual course will also be evaluated internally by faculty and externally by the Safety Sciences Advisory Panel. The advisory panel meets on a semiannual basis and one of their responsibilities is evaluation of courses and overall programs. This committee is composed of twenty safety, health, and educational professionals, including four IUP faculty from outside the department.

(Required for all courses taught by distance education for more than one-third of teaching contact hours)

DEPARTMENT: Safety Sciences **PERSON:** Bob Soule

Forward this form to the Provost within 24 calendar days after review by committee.

Step Three: Provost

☐ Approved as distance education course

☐ Rejected as distance education course

signature of Provost

date

Step Four:

Forward materials to Dean of the School of Continuing Education, who will inform appropriate office