UNUEL desired 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 Logicaltion Instructor of Record: Bob Soule phone:	Course	:: SAFE 465/565 Right-to-Ki	now Logist	Pation
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: Will a qualified instructor teach the course?	Instru	ctor of Record: <u>Bob Soule</u> phone:	e-mail:	bobsoulo@igp. l.
2. Will the technology serve as a suitable substitute for the traditional classroom? 3. Are there suitable opportunities for interaction between the instructor and student? 4. a. Will there be suitable methods used to evaluate student achievement? 5. Have reasonable efforts been made to insure the integrity of evaluation methods (academic honesty) 7. Positive (The objectives of the course can be met via distance education.) 8. Recommendation: 9. Positive (The objectives of the course can be met via distance education.) 9. Negative 1. Signature of department designee 1. date 1. Julia 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 1. Negative recommendation 1. Negative recommendation 2. Supproved as distance education course 3. Are there suitable endeaded a support of the suppo	Step O The cor	ne: Department or its Curriculum Committee mmittee has reviewed the proposal to offer the above cour		O
for the traditional classroom? 3. Are there suitable opportunities for interaction between the instructor and student? 4. a. Will there be suitable methods used to evaluate student achievement? 5. Have reasonable efforts been made to insure the integrity of evaluation methods (academic honesty) 6. Have reasonable efforts been made to insure the integrity of evaluation methods (academic honesty) 7. Yes 8. No 9. No 1. Recommendation: 8. Positive (The objectives of the course can be met via distance education.) 8. Negative 9. No 1. 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: 8. UNIVERSITY-WIDE UNDERGRADUATE CURRICULUM COMMITTEE 9. Positive recommendation 1. Negative recommendation 1. Negative recommendation 1. Negative recommendation 1. Negative recommendation 1. Step Three: Provost 1. Approved as distance education course 1. Rejected as distance education course 1. Approved as distance education course 1. Approved as distance education course	1.	Will a qualified instructor teach the course?	Yes	No
between the instructor and student? 4. a. Will there be suitable methods used to evaluate student achievement? 4. b. Have reasonable efforts been made to insure the integrity of evaluation methods (academic honesty) 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 Negative recommendation Rejected as distance education course Rejected as distance education course Rejected as distance education course			Yes	No
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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 A Negative recommendation A Negative recommendation Step Three: Provost Approved as distance education course Rejected as distance education course Rejected as distance education course	4.		Yes	No
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 Negative recommendation Proposal in complete within 24 calendar days after review by committee. Step Three: Provost Approved as distance education course Rejected as distance education course			ty)Yes	No
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 Regative recommendation Gaffer Committee Chair Gate	5.		be met via distar	nce education.)
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 Signature of committee chair Forward (his 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			lepartment designee	date
Positive recommendation Negative recommendation Galf Schuist 4-13-04 Proposal in complete Will be he submitted 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 Manual 4/14/14	Liberal courses	Studies Office for consideration by the University-Wide Undergalso require review by Graduate Committee for graduate-level	graduate Curricului offering. Send infoi	m Committee. Dual-level rmation copies to 1) the
Negative recommendation Conformal Schust 4-13-04 Signature of committee chair date 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 Rejected as distance education course Approved as distance education course	Step T	wo: UNIVERSITY-WIDE UNDERGRADUATE	CURRICULUM	COMMITTEE
Approved as distance education course Rejected as distance education course	<u></u>	Negative recommendation <u>Garl</u>	Schust committee chair by committee.	4-13-04 In fall,
		Approved as distance education course Rejected as distance education course	Provost P	T/12/04 date

Step Four:

Forward materials to Dean of the School of Continuing Education.

GRADUATE CURRICULUM AUTHORIZATION FORM Check As Appropriate: Program Revision o Level I ⇒ New Program or New/Revised COR o Level II ⇒ Degree Program Revision o or Level III Minor Program Revision Application for COR Renewal Deletion Courseo or Track o or Minor o or Program o 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** X Distance Education **Description of Proposal:** SAFE 465/565: Right-to-Know Legislation Department: Department of Safety Sciences Author or Contact Person: Dr. Bob Soule (bobsoule@iup.edu) SIGNATURES OF APPROVAL **Academic Integrity Resource Implications** Date **Department Curriculum** Committee Chair: **Department Chair: TECC Chair:** College Curriculum **Committee Chair:** College Dean: 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

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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.

Graduate 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

TITL	E of PROPOSAL: <u>SAFE 465/565 Right-to-Kn</u>	ow Legislation		
	ARTMENT: Safety Sciences	PERSON: Bob Soule		
The co	One: Department or its Curriculum Committee ommittee has reviewed the proposal to offer the abounds to the CBA criteria as follows:		ı technology, and	
1.	Will an instructor who is qualified in the distant education delivery method as well as the discipate teach the course?		No	
5.	Will the technology serve as a suitable substitutor the traditional classroom?	ite _X Yes	No	
6.	Are there suitable opportunities for interaction between the instructor and student?		No	
7.	a. Will there be suitable methods used to eval student achievement?	uate _X Yes	No	
	c. Have reasonable efforts been made to insurintegrity of evaluation methods (academic l		No	
5.	Recommendation: X Positive (The objectives of the course can be met via distance education.)			
	Negative	partment désignee	date	
and Grand Gr	tive recommendation, immediately forward copraduate Committee. Dual-level courses also reques. Send information copies to 1) dean of the colduate School and Research. rd this form to the Provost within 24 calendar description.	uire review by UWUCC for use the little of t	ndergraduate-level ducation and 3) Dean	
Step T	wo: GRADUATE COMMITTEE			
I	Positive recommendation			
N	Negative recommendation			
		committee chair	date	
Forwa	rd this form to the Provost within 24 calendar d	lavs after review by committee		

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