Criteria for Online Course Development in the Faculty of Arts and Science

Online courses serve two Faculty goals:

- Managing enrolment: providing additional opportunities and flexibility for on-campus students, including Summer Term offerings
- Attracting new students: growing distance student enrolments, including all non-degree students (e.g. visiting students from other institutions) and online degree students

1. **Demand.** Ideally, courses should attract a minimum of 75 students per term.

A. **On-campus students**:
- Fall-Winter terms: how high is the enrolment in the on-campus course and what is the residual demand for an online version? We avoid offering both versions of the course in the same term.
- Summer term: how many Queen's students take this course on a letter of permission from another university?

B. **Distance students**:
- Is the course part of a distance degree Plan?
- Would the course attract new distance students looking to complete a degree at Queen's?
- Would students from other universities want to take the course from Queen's to transfer back to their home university?
- Does the course fill a niche? I.e. is it already available online through other Canadian universities?

2. **Programming** - how the course fits within overall Faculty programming.
- Is the course part of a distance degree Plan or program?
- Is the course a requirement or option for an on-campus Plan?
- For distance students, do we offer the course prerequisite(s)? If not, the course is not an option for them.
- Would the course help to maintain or achieve a balance of offerings? We want to balance courses that meet Plan requirements (upper-year courses may attract fewer enrolments but make it possible for students to complete degrees at a distance), and elective courses (tend to draw larger enrolments).

3. **Department's commitment to the course.**
- Are qualified instructors and TAs available in the Department? Enrolment should be determined by budget and student demand and not by a lack of qualified TAs.
- Are faculty members in the Department willing to work in partnership with CDS and an Instructional Designer to develop the course using evidenced-based best practices?
- Is the Department head willing to make a commitment to facilitating the partnership?
- Is the online offering going to be supplementary to the Department's main offering of the course? Online courses are not intended to *replace* on-campus offerings.

- Is the Department prepared to staff the course for a minimum of 3-5 offerings over a 5-year period?

4. CDS Budget.
- Is CDS able to commit funding to offer the course a minimum of 3-5 times over a 5-year period?

To initiate a conversation about online course development the Department Head should contact Bev King, Assistant Dean (Teaching and Learning), at kingb@queensu.ca or ext 78492

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