APPENDIX B

DEPARTMENTAL SUPPORT AND UNDERSTANDINGS

NOTE: The letter below must be signed by the Department Chair and submitted as part of the proposal. If the proposed online course is part of an Interdepartmental or Interdisciplinary Program (IDP), the academic leader of that group can also submit a letter of agreement in addition to (not in place of) the Department Chair.

This letter confirms the department’s support for the proposal submitted to the Innovative Learning Technology Initiative RFP 4 by (enter) Principal Investigator Member Name and Title and Names and Titles for all collaborators named in the proposal for (enter) name of course (“target course”) (enter) actual or proposed course number. I am informed about the nature of the proposal.

1. I affirm that offering the target online course would, in my judgment, benefit the department and campus.

2. I affirm that the department will cooperate with the PI and any collaborators to ensure that the proposed online course is developed and offered.

3. I affirm either that the target course currently meets campus or department GE, pre-major, major, or gateway requirements or that I believe the target course is likely to meet such requirements and that the department will support efforts to obtain such approvals.

4. I understand that a formal agreement must be completed prior to receiving ILTI funding should the proposal receive a high priority for such funding. Required parties to the agreement include the PI and all named collaborators, the department, the dean, and the executive vice chancellor/provost. Any intellectual property agreements that may be useful in meeting the agreement are the prerogative and responsibility of the campus. If the signed formal agreement cannot be fulfilled by the campus, it is likely ILTI will request that a pro-rated portion of the ILTI investment in the online course, online components, and/or online course offering will be returned to ILTI for re-investment elsewhere.

5. The agreement will specify the following additional elements:

   A. The course will be open to cross-campus enrollment or used at multiple campuses at least 3 times over 3 academic years for semester campuses or 5 times over 3 academic years for quarter campuses. Each of these offerings will be available without additional fees to UC undergraduates from other campuses following a pre-established schedule (incremental costs at host campus are likely to be supported by ILTI).

   B. No additional fees will be charged to students enrolling from other campuses.

Note that in meeting requirements about offering the course, the course developer(s) need not be the instructor(s) of record beyond the initial offering of the course so long as the individual(s) meet the Academic Senate requirements that they be “regularly appointed officers of instruction holding appropriate instructional titles” (Regulation 750). The department chair will be expected to agree to work with the course developer(s) to ensure that a qualified instructor who has requisite background in online instruction and discipline knowledge is assigned to teach the course.
ENTER PROPOSED COURSE TITLE(S) AND COURSE NUMBER(S)

Department Chair Signature: ____________________________
Department Chair Name: ___________________________________
Department: _____________________________________________
Campus: ________________________________________________
Date: ____________________________