

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 420/520 Law + Ethics in the Safety Profession

Instructor of Record: Bob Soule phone: _____ e-mail: bsoule@iup.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 Sedquist 4-13-04
signature of committee chair date

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

Step Three: Provost

Approved as distance education course

Rejected as distance education course

[Signature] 4/16/04
signature of Provost 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 420/520 Law and Ethics in the Safety Profession

Department: Safety Sciences

Author or Contact Person: Bob Soule bsoule@iup.edu

SIGNATURES OF APPROVAL

	Academic Integrity	Resource Implications ^T	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>2/07/04</u>
Graduate Dean:	_____	_____	_____
Provost:	_____	_____	_____
Graduate Committee Chair	_____	_____	_____

COMMENTS: _____

^T To sign off on resource implications, confirm that detailed justification of resource sufficiency has been made and approved

Graduate Distance Education Course Approval Questionnaire

(Attach to course proposal)

Course: SAFE 420/520 Law and Ethics in the Safety Profession 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 Professor with over ___ years of teaching experience in the Safety Sciences Department at IUP. Prior to IUP, Dr. Soule _____ . A resume for Dr. Soule is attached in Appendix B.

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

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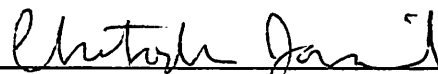
Existing and Special Topics Course

TITLE of PROPOSAL: SAFE 420/520 Law and Ethics in the Safety Profession
DEPARTMENT: Safety Sciences PERSON: Bob Soule

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 an instructor who is qualified in the distance education delivery method as well as the discipline 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 7/27/04
date

If positive recommendation, immediately forward copies of this form and attached materials to Provost and Graduate Committee. Dual-level courses also require review by UWUCC for undergraduate-level offering. Send information copies to 1) dean of the college, 2) Dean of Continuing Education and 3) Dean of Graduate School and Research.

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

Step Two: GRADUATE COMMITTEE

Positive recommendation

Negative recommendation

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

_____ signature of Provost

_____ date

Step Four:

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