1. **Projected additional Cost (if any) for Proposed Undergraduate Course**

**PROJECTED EXPENDITURE FOR PROPOSED UNDERGRADUATE COURSE**

|  |  |  |
| --- | --- | --- |
| **Expenditure** | **1st Year**  **(specify the Academic year and start-up costs)** | **Estimated Costs for**  **Annual Operations for**  **3-Year Period** |
| **Personnel**  1. Internal reallocation (State how the campus or University resources will be moved or re-  deployed from a current area of expenditure to support the new course) Will additional staff be required?  2. New Funds (State the expenditure engendered that the institution would meet from other resources New Funds  **Total** |  |  |
| **Capital Expenditure** (Include a new facility or  Renovation or renewal of an existing building)  1. Internal reallocation  2. New Funds  **Total** |  |  |
| **Equipment and Technology** (Include equipment and technology which are not capital expenditure. Include IT license fees, maintenance, software, etc.)  1. Internal reallocation  2. New Funds  **Total** |  |  |
| **Library Acquisitions** (e.g. Books, journals, online resources, space)  1**.** Internal reallocation  2. New Funds  **Total** |  |  |
| **Any other costs** |  |  |

1. **Regional Collaboration/ Consultation**

[Summarise responses from colleagues at Cave Hill, Five Islands Campus, Mona, St. Augustine, Open Campus here and explain how the feedback was taken into account.].

***NB. The policy of BUS is that if no responses are received within six (6) weeks, the course may be sent forward for approval.***

1. **All relevant BUS Policies are available at:** [**http://uwi.edu/undergraduatestudies/default.aspx**](http://uwi.edu/undergraduatestudies/default.aspx)

**Have you taken these policies into account in the design of this Course? Yes** **No** 

**Academic Staff Member / Contact Person Responsible/Coordinator**

Name: Telephone: Email:

**Campus/Faculty/Department**:

**Date of Recommendation by Faculty Board:**

**Signature: Dean\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: Department Head**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Checked and endorsed by:** Campus Bursary  CETL  Library

Bookshop  Faculties on other Campuses

OOL  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NB. Attach supporting documents as appendix e.g. CETL. Library, online checklist

**APPROVAL PROCESS**

**Response from AQAC:** Approved

* Approved after completion of specified

minor amendment(s)

* To resubmit with specified changes
* Not Approved

**Signature: AQAC Chair** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date Ratified by Academic Board**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature: Campus Registrar** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPENDIX**

**1. Key Definitions:**

**Face-to-Face Course**: A course in which teaching and learning takes place predominantly in a physical space where instructors and students or learners meet in-person. A face-to-face course is based on course contact hours standards.

**Online Course:** A course which has been intentionally designed so that all instruction takes place using technology and there are no requirements for face-to-face class meetings. An online course can be delivered synchronously, asynchronously or both.

**Synchronous delivery**: Teaching and learning which occurs when instructors and students/learners meet online at the same time.

**Asynchronous delivery**: Teaching and learning which occurs when instructors and students/learners interact with each other and the course material at different times.

**Blended course:** A course which has been designed to intentionally replace some of the face teaching and learning which takes place in a physical space with teaching and learning in the online environment. In order to qualify as a blended course, at least 1 credit hour (12 contact hours of face-to-face teaching or equivalent) must be replaced with teaching and learning in the online environment.

**Online programme:** A programme which consists of all online courses.

**Blended programme:** A programme which consists of any combination of two or more types of courses. This combination might be:

* face-to-face and blended courses
* face-to-face and online courses
* blended and online courses
* face-to-face, blended and online courses.

**Emergency Remote Teaching:** A temporary shift of instructional delivery to an alternate delivery mode due to crisis circumstances (Hodges, Moore, Lockee, Trust & Bond, 2020).