

Procedure for Engaging with the Office of Online Learning for the Development of New Online Programmes for Global Markets

The idea for a new online course or programme can originate from either a Department, Institute, School, Centre, Unit or Site (DISCUS) or from the Office of Online Learning (OOL).

1. If the idea originates in a DISCUS, the entity submits an expression of interest (EOI) to the Office of Online Learning for developing a course or programme for external delivery. The expression of interest should include a brief overview of the programme and the intended audience. A template for the EOI is available upon request.

All requests should be submitted to the OOL via email at ool.rhq@uwi.edu

2. OOL checks to see if a similar online programme or course exists within The UWI or is being developed by another entity. If a similar online programme/course exists, the OOL will facilitate cross-campus collaboration with a view to revising the existing course/programme, where necessary.
3. If there is no significant overlap between the proposed programme or course and any pre-existing programme or course, the OOL grants approval for DISCUS to proceed with market research and proposal development for the programme or course.
4. If the idea for a new programme or course originates in the OOL based on global market research data, the OOL invites entities with expertise in the subject area to collaborate on the development of a joint proposal.
5. Once the proposal is developed, the established procedures and channels should be followed for approval by BUS/BGSR. Particular attention must be paid to working with the relevant CETL's or Online Course Development Professionals in the DISCUS, where applicable, to complete the *Revised Checklist for Submission of Proposals for Online and Blended Courses and Programmes*.
6. Once approval is granted by BUS/BGSR, the DISCUS should send a copy of the approved proposal to the OOL and commence dialogue with the OOL with respect to arrangements for development and delivery of the programme/course. The OOL will consult with all relevant stakeholders and broker the arrangements between the DISCUS and the Open Campus to facilitate delivery of the programme or course.

NOTE:

1. It is very important that market research is conducted to assess the demand and analyze the competition prior to the development of an online programme, regardless of whether the programme is entirely new, or whether an existing face-to-face programme is being converted to online modality.
2. The OOL will provide guidance to DISCUS with respect to the completion of the *Revised Checklist for Submission of Proposals for Online and Blended Courses and*

Programmes, if required. Refer to the Policy on Quality Assurance of Online and Blended Courses and Programmes at The UWI, June 2020.

3. The procedure outlined above applies to new online programmes as well as to existing face-to-face programmes that are to be converted to online modality.