**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 5 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 targeted online or online components of a hybrid 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 or online components of the hybrid course is/are developed and offered.

3. I affirm either that the targeted 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 ILTI-funded course will be offered during the academic year *at least three times over a period of no more than three years* for a semester system or *at least five times over a period of no more than five years* for a quarter system.  The course may be offered during the summer, but that offering does not count as one of the minimum required offerings.

B. During the academic year, UC students enrolling in the ILTI course will not be charged additional tuition or fees (other than for standard course materials) to take the online or hybrid course.

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.

Department Chair Signature: ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_