



E-Learning Program Development Procedure UB-OVP-PR-005/0

1. Purpose

This document provides structured guidelines for designing, developing, implementing, and managing Blended and Online programs at the University of Belize. It establishes clear procedures, defines roles, and promotes consistency in program development to ensure quality and effectiveness. The document supports collaboration among stakeholders, guides curriculum design with pedagogical considerations and technology integration, and ensures compliance with educational standards and accessibility requirements. It also outlines procedures for program evaluation, including assessing learning outcomes, collecting feedback, and making data-driven adjustments to optimize program delivery and enhance student engagement.

2. Scope

This procedure applies to the development of new programs in Blended and Online modalities at the University of Belize.

3. Responsibilities

3.3.1 The Board of Trustees is responsible for approving the executive summary of the program proposal.

3.3.2 The President is responsible for submitting the executive summary of the program proposal to the Board of Trustees for final review and approval.

3.3.3 The Academic Council is responsible for providing feedback/endorsement of the executive summary of the program proposal for onward approval.

3.3.4 The Vice President is responsible for submitting the executive summary of the program proposal to the President for feedback/endorsement.

3.3.5 The Faculty Dean is responsible for submitting an executive summary of the program proposal to the Vice President for feedback/endorsement from the Academic Council.

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4. Terms and Definitions

Academic Program	A coherent set of courses designed to provide students with a well-rounded education in a specific field of study, leading to a credential (degree, diploma, or certificate) awarded by the University of Belize.
Academic Lead	Is an administrator who is responsible for overseeing the academic aspects of a program. This role includes curriculum development, faculty coordination, quality assurance and ensuring educational standards are met. The academic lead is the primary point of contact for academic inquiries and initiatives.
Blended Program	Also known as hybrid learning, combines traditional face-to-face instruction with online learning components. It integrates in-person classroom sessions with digital resources, such as online lectures, discussion forums, and interactive activities. This approach offers flexibility and accessibility while retaining the benefits of direct teacher-student interaction. At the University of Belize, a blended program is one with a mix of face-to-face and online delivery, where the range is from 26% to 79% of the courses within the program delivered online.
Designated Administrators	Are Faculty Deans, Department Chairs, or Program Directors
E-Learning Program	Is a structured set of courses delivered digitally, enabling remote education. It includes video lectures, interactive modules, discussion forums, and online assessments, offering flexibility in time and location. E-Learning is used in academia to facilitate accessible and efficient learning.
Learning Management System (LMS)	A software platform used by educational institutions and organizations to deliver, manage, and track online learning and training programs. It provides tools for creating courses, administering assessments, and facilitating communication between instructors and learners, all within a centralized online environment.
Non-Academic Programs	Structured and organized set of activities or initiatives designed to achieve specific goals outside the traditional academic context, focusing on practical skills, personal development, or community engagement.
Online Asynchronous	Involves self-paced education where students access course materials, complete assignments, and engage in learning activities independently, without real-time interaction with instructors or peers. It offers flexibility in scheduling, allowing learners to study at their own convenience without the constraints of fixed class times.

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Online Bichronous	A mode of instruction that includes both real-time interactions (synchronous) and self-paced activities (asynchronous).
Online Program	Refers to an educational course or curriculum delivered entirely over the internet. Participants engage in learning activities, access course materials, and interact with instructors and peers through online platforms such as learning management systems, video conferencing tools, and discussion forums. This format offers flexibility and convenience for remote learners.
Online Synchronous	Is a real-time, interactive form of education where instructors and students participate simultaneously through scheduled live sessions using video conferencing tools. It allows for immediate feedback, discussions, and collaboration, mimicking traditional classroom settings but conducted entirely online.
Program Discontinuation	Teaching out a program with no new enrolments allowed, also referred to as “sunsetting”.
Program Modification	Changes or adjustments to an existing academic or non-academic program, encompassing various elements within the program structure, content, or delivery.
Program Reinstatement	The process of restoring a previously suspended academic program to active status after evaluation and necessary adjustments.
Program Suspension	A state where no new students are enrolled in an approved program for a specified period
Student Information System (SIS)	A software platform used by educational institutions to manage student data and administrative tasks. It stores information such as enrolment records, grades, attendance, and personal details. SIS facilitates efficient communication between students, faculty, and administrators, streamlining academic processes and enhancing institutional effectiveness.

5. Procedural steps

This section outlines the steps for developing and implementing E-Learning Programs at the University of Belize. It covers program proposal, program development, implementation, support and resources, and evaluations. These steps ensure quality, consistency, and effectiveness in delivering accessible and engaging online education.

5.1. Program Proposal

5.1.1 The Academic Lead or Designated Administrators within the University, such as the Faculty Dean, Department Chairs, or program Directors initiates the needs

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assessment for the proposed E-Learning Program, by appointing a Program Planning Committee (PPC) that includes, faculty members, curriculum developers, educational technologist (Instructional Designers), and researchers.

5.1.2 The Program Planning Committee conducts a comprehensive needs assessment to identify the market demand, learner preferences, and the program requirements. The PPC also gathers data on potential student demographics, employment trends, and educational needs in target areas.

5.1.3 The Program Planning Committee, based on the needs' assessments and findings, completes the E-Learning Program Development Form.

5.2. Program Development

5.2.1 The Program Planning Committee drafts the Course Syllabus of Record, and Course Outlines (based on modality) for all courses listed in the Program Structure and Design within the Program Specifications document and appends it to the E-Learning Program Development Form.

5.2.2 Upon completion, the documents (Course Syllabus of Record and Course Outlines) are Peer Reviewed and revised where applicable, followed by submission from the Program Planning Committee to the Faculty Dean for approval.

5.2.3 The Faculty Dean appoints a Curriculum Team (5) accompanied by an Instructional Designer (2) to review the documents (Course Syllabus of Record, and Course Outlines).

5.2.4 The Curriculum team, accompanied by the Instructional Designers, submits a report to the Faculty Dean, who then forwards the report to the Program Planning Committee for action.

5.2.5 The Program Planning Committee submits the final proposal and curriculum package to the Dean or Program Director for endorsement and feedback, and onward submission to the Academic Council through the Vice President.

5.2.6 Once endorsed by the Academic Council, the document is then submitted to the Vice President, followed by the President for endorsement and feedback.

5.2.7 The President then tables and submits the document to the Board of Trustees for approval.

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- 5.2.8 The Office of the Registrar enters the Program and Course Information into the Student Information System, using the E-Learning Program and Course Code - Guidelines after approval.
- 5.2.9 The Office of Registrar shares the program information with the Department of Marketing and Communications to initiate the marketing of the program for the projected start date.
- 5.2.10 Finally, the Office of Registrar shares all course outlines with the Office of Quality Assurance and Accreditation, and the Office of Open and Distance Learning.

5.3. Program Implementation

- 5.3.1 The Office of Open and Distance Learning provides continuous training and e-learning professional development opportunities to all faculty members to equip them with the skills and knowledge needed to effectively facilitate online instruction, engage with students, and utilize technology to enhance teaching methods.
- 5.3.2 The Office of Student Affairs and Faculty provides clear instructions and support resources for participants to navigate the online program effectively.
- 5.3.3 The Office of Information Communication and Technology is required to offer technical support and troubleshooting assistance to ensure a conducive learning environment for online learners.
- 5.3.4 The faculty, in collaboration with Quality Assurance, establishes quality assurance measures to ensure the program meets academic standards, aligns with accreditation requirements, and maintains consistency in course delivery and assessment.

5.4. Program Support and Resources

- 5.4.1 The Library provides additional resources (e.g., readings, videos) to support learning and cater to diverse learners.
- 5.4.2 The Office of Records, Finance, and Information Communication and Technology provides online support and digitization services to facilitate online learners.

5.5. Program Monitoring and Review Process

- 5.5.1 The program will be monitored and reviewed according to the university program monitoring manual.

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5.5.2 In the fifth year, program reviews must be undertaken according to the university program review manual to evaluate the overall success and relevance of the program, adjusting as necessary to ensure ongoing alignment with institutional goals and national needs.

6. Reference Document

University of Belize Program Policy

7. Documentation required for implementation

E-Learning Program Development Form

E-Learning Program and Course Code – Guidelines

8. Records

Office of Faculty Deans

9. Amendment History

Revision #	Description of changes	Reason(s) for the change	Date of revisions
0	Initial Release	Not applicable	Same as Initial Release