

Texas State Technical College Harlingen
 Distance Learning
 Hybrid Course Development Approval
 2011/2012

This document is designed to ensure that TSTC Harlingen Distance Learning hybrid courses adhere to the *TSTC Harlingen Quality Assurance for Hybrid Course*.

A faculty member, Departmental Chair, or the Director of Distance Learning may initiate the request for a hybrid course or a revision in an existing hybrid course. The faculty member initiating the request must contact the Departmental Chair before completing the form.

According to the Texas Higher Education Coordinating Board (THECB) regulations, Title 19, Part 1, Chapter 4, Subchapter P, Rule 4.257 a “Hybrid Course is a course in which a majority (more than 50 percent but less than 85 percent), of the planned instruction occurs when the students and instructor(s) are not in the same place.

Hybrid instruction may be synchronous or asynchronous and may employ Internet, audio, video, and/or computer technologies.

Part I - Purpose

	Create a new hybrid course.
	Major revision of existing hybrid course.
Course & Number	Course Title

Part II - General Information

1. Contact Information:

Date	Faculty	Department
Mentor	Mentor	Department

2. Course Information:

Course Prerequisites:	Enrollment Min/Max:	Requirements for onsite attendance other than testing? If yes, specify. Yes/No
Proctored Online Testing? Yes/No	Proctored Paper Testing? Yes/No	
Computer & Connection Basic System Multi-media System	Other Software/Hardware Requirements:	

3. Justification for Offering Hybrid Course:

Student demand shows a need for the course to be hybrid.
Part of the department/program strategy.

4. Scheduling Information: The course is developed by faculty member and approved by the Distance Learning Committee one semester prior to the first offering.

Semester and Year	Start Date	End Date
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5. Primary Delivery Method:

Hybrid (more than 50 percent but less than 85 percent)
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6. Instructional Materials: *(Indicate the materials to be used when this course is first offered.)*

Textbook Title	Edition	ISBN
Author	Publisher	

Part III - Course Management Policies & Procedures *(Instructor should review these documents. Check each box when the review is complete.)*

	TSTC Quality Assurance for Hybrid Course Development Evaluation Rubric http://www.harlingen.tstc.edu/dl/Faculty.aspx
	TSTC Harlingen DL Policy http://harlingen.tstc.edu/services/policy.asp?Policy=3.32#policy
	Commission on Colleges SACS Best Practices for Electronically Offered Degree and Certificate Programs http://www.sacscoc.org/pdf/081705/commadap.pdf
	SREB DL Principles of Good Practice http://www.ecinitiatives.org/publications/principles.asp
	SACS Distance Education Policy Statement http://www.sacscoc.org/pdf/Distance%20and%20correspondence%20policy%20final.pdf
	Fair use criteria of copyrighted materials http://www.copyright.gov/

Part IV – Administrative Issues

1. Faculty member(s) supervising the development or adaptation of the course:

Faculty	Phone	Email
Mentor	Phone	Email
Mentor	Phone	Email

2. Faculty members are to submit fully developed hybrid courses to the Distance Learning Committee for review **prior** to course offering. The DLC will evaluate the course using the TSTC Harlingen Quality Assurance for Hybrid Course Development evaluation rubric. **All course content will be stored in TSTC's official learning management system.**

3. Faculty members developing hybrid courses should be very familiar with the TSTC Harlingen Quality Assurance for Hybrid Course Development evaluation rubric.

4. Based on SACS and Coordinating Board requirements, faculty teaching hybrid courses are required to have appropriate Distance Learning delivery skills.

Instructor will acquire Distance Learning course delivery skills through:

Department	CETL	Self-Instruction	Other (Specify):

List or describe the skill(s) to be acquired:

Part V – Hybrid Course Development

Accept/Decline - \$1500 one-time hybrid course development fee paid upon course approval and creation of course by the Curriculum Office. **All course content will be stored in TSTC’s official learning management system before fee is paid.**

Part VI – Signatures

Return completed form to the Distance Learning Department. Copies of the completed forms will be sent to the faculty initiator(s) and the Departmental Chair.

Faculty Signature	Date
Faculty Signature (if applicable)	Date

As the lead faculty member(s) for this project, I/we have read and understand the noted administrative rules and procedures, and course development guidelines for the development of this hybrid course.

I have reviewed the information contained in this form and all documentation to support the development of this hybrid course and certify that the program has approved it.

Department Chair Signature	Date
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Director of Distance Learning Signature	Date
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Vice President for Student Learning Signature	Date
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