

Texas State Technical College Harlingen
 Distance Learning Online Course Development Approval
 For Credit Courses

This document is designed to ensure that TSTC Harlingen Distance Learning courses adhere to the *TSTC Key Concepts Required for a Successful Online Course Development Process*, and the *TSTC Harlingen Quality Assurance for Online Learning*.

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

SACS Definition: Distance education is defined, for the purposes of accreditation review, as a formal educational process in which the majority of the instruction occurs when student and instructor are not in the same place.

Distance Learning instruction may be synchronous or asynchronous and may employ correspondence study, or audio, video, or computer technologies.

Part I - Purpose (*check one*)

| | |
|--|---|
| | Adapt an existing course to a Distance Learning format. |
| | Change or add a delivery mode for an existing Distance Learning course. |

Part II - General Information

1. Contact Information:

| | | |
|------------|--------------|-------|
| Date | Requested by | Email |
| Department | Faculty | Email |

2. Course Information:

| | | |
|--|---|---|
| Course Number | Course Title | Course Location |
| Course Enrollment Max | Will course be provided through VCT? Yes/No | Max Enrolled from VCT |
| Proctored Online Testing? Yes/No | Proctored Offline Testing? Yes/No | Requirements for onsite attendance other than testing? Yes/No |
| Computer Connection Level: 1 / 2 / 3 | Other Software/Hardware Requirements: | Course Prerequisites: |
| <i>According to SACS, courses provided through VCT must have the following documentation filed in the VCT Office, prior to start of course. Contact the Director of Distance Learning.</i> | | |
| eCopy of Statement of Authenticity and Official Transcripts: Yes/No | eCopy of Faculty Roster Summary: Yes/No | eCopy of Syllabus including Learning Objectives: Yes/No |

3. Justification for Offering Distance Learning Course:

| |
|--|
| |
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| |

4. Scheduling Information: *(Anticipated First Time Offering)*

| | | |
|-------------------|------------|----------|
| Semester and Year | Start Date | End Date |
|-------------------|------------|----------|

5. Primary Delivery Method:

| | |
|--|-------------------------------------|
| | Hybrid (50% online 50% on campus) |
| | Full Online / Web Based |
| | Instructional TV (ITV) |
| | Multi-media/Project 6 (Second Life) |

6. Instructional Materials: *(Indicate the materials to be used when this course is first offered.)*

| | | |
|------------------|-----------|------|
| Textbook Title 1 | Edition | ISBN |
| Author | Publisher | |
| Textbook Title 2 | Edition | ISBN |
| Author | Publisher | |
| Textbook Title 3 | Edition | ISBN |
| Author | Publisher | |

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

| | Issue | URL |
|--|--|---|
| | TSTC Harlingen Quality Assurance for Online Course Development – Evaluation Rubric | Attached Document |
| | TSTC Key Concepts Required for a Successful Online Course Development | Attached Document |
| | TSTC Harlingen DL Policy | http://harlingen.tstc.edu/services/policy.asp?Policy=3.32#policy |
| | Faculty Handbook | http://www.harlingen.tstc.edu/hr/FacStaffHandBookTOC.aspx |
| | THECB DL Principles of Good Practice | http://www.thecb.state.tx.us/reports/pdf/0206.pdf |
| | SREB DL Principles of Good Practice | http://www.ecinitiatives.org/publications/principles.asp |
| | SACS Distance Education Policy Statement | http://www.sacscoc.org/pdf/081705/distance%20education.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 |
| Faculty | Phone | Email |

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

3. Faculty members developing online courses should be very familiar with all the TSTC Key Concepts Required for a Successful Online Course Development Process and the TSTC Harlingen Quality Assurance for Online Course Development evaluation rubric.

4. All Distance Learning student enrollments must be processed through the TSTC Harlingen Department of Distance Learning.

5. Based on SACS and Coordinating Board requirements, faculty teaching Distance Learning 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 – Full Online Course Development and Delivery Agreement

____ \$1,500 one-time full online course development fee paid upon course approval. All course content will be stored in TSTC's official learning management system before fee is paid.

____ 1.5 teaching load is awarded in each term in which the distance learning course is delivered or taught.

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.

Agreement:

| | |
|-------------------|------|
| Faculty Signature | Date |
| Faculty Signature | 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 Distance Learning course.

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

| | |
|----------------------------|------|
| Department Chair Signature | Date |
|----------------------------|------|

| | |
|---|------|
| Director of Distance Learning Signature | Date |
|---|------|

| | |
|---|------|
| Vice President for Student Learning Signature | Date |
|---|------|