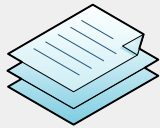




Selected Course Submitted to DL Dept

Courses are selected for Online Learning by the Department Chair, Division Director, and/or the Distance Learning Director. A faculty member is assigned by the Department Chair and the expected implementation date is selected based on semester increments. The selected course is submitted to the DL Department to initiate the process.



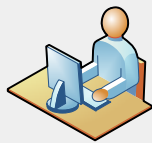
Documentation Initiated

The Distance Learning Department will provide and explain the Course Development Approval Form and the Quality Assurance for Online Learning Rubric. These forms are to be reviewed and signed by the assigned Faculty, Department Chair, and the Division Director.



VPSL Approval

The VPSL is advised off the potential offering and approves the course for development. The approved Course Development Form is submitted to the Distance Learning Department.



Faculty Orientation, Training, & Mentoring

The DL Department provides the faculty member with an orientation on the Course Development process, timeline, Moodle Training, status reporting requirements, and create the Moodle Sanbox. The faculty member is assigned a mentor to assist with the course development process.



Content Developed

Course content is developed and the content is measured against Part 1 of the Quality Assurance Rubric.



Distance Learning Advisory Committee Approval

The Distance Learning Advisory Committee will review the content with Part II of the Quality Assurance Rubric and any changes will be communicated to the faculty before releasing for actual offering. Once approved the course is added to the schedule of available online learning courses.