DISTANCE EDUCATION CREDIT COURSE
PROPOSAL AND APPROVAL PROCEDURE
(INTERNET AND HYBRID)

Please read these procedures and complete the Proposal to Develop a Distance Education Course.
The proposal application must be completed and sent through administrative channels to be approved by the Vice President of Instruction before the distance education course can be developed. Courses that have not received approval for development from the Vice President of Instruction will not be put in the schedule.

APPROVAL PROCEDURE:

Course Proposal Instructions

1. Read Policies and Procedures on Distance Education #B-XVII

2. Department initiates the Proposal to Develop a New Distance Education Course. Once a course has been approved for development a new proposal is not required for each faculty member who wishes to develop a new section/shell of the course. However a new Principles of Good Practice checklist is required for each new section/shell.

3. Completed Proposal to Develop a New Distance Education Course returned to Dean of Education and Learning Services office, who will transmit through administrative channels to the Vice President of Instruction (VPI).

4. VPI will notify instructor of response to Proposal to Develop a New Distance Education Course.

5. After notification, faculty developers must contact the Center for Instructional Design (CID 299-8994) for review of the checklist requirements. Instructors new to distance education will attend the "Effective Online Instruction" course (EOI) offered by CID, or equivalent as approved by the Dean of Education and Learning Services.

Principles of Good Practice Instructions

1. Applicants should submit the completed Principles of Good Practice checklist at least 2 months before the first day of registration for the semester the course will be offered. The course must be at least 50% complete by this date or it will not be listed in the online schedule. (For example, in a course that contained 13 units of instruction, 7 units would need to be complete)

2. The Center for Instructional Design will verify the Principles of Good Practice checklist against the developed course and submit a verification notice through administrative channels that the objectives of the checklist have been successfully completed.

3. The Dean of Education and Learning Services will notify the instructor of approval to teach distance education course.

Teaching Instructions

1. Students will automatically be added to the Blackboard course the day before the official first day MCC classes begin.

2. On the official first day of MCC classes, instructors will make their Blackboard site “available” to students via the Control Panel. Students should be able to access the introductory announcement and the faculty information area.