

## Steps for Implementing a New Alternate Delivery Class

These guidelines will help faculty members who want to implement a new class in any of the following formats: online/web-based, mixed media/text-based, or blended. (Note that web-supplemented classes require only the approval of the department chair or division director.) These steps are sequenced and should be completed in order. Please note that this three-month process must be completed before the schedule is built for the semester in which the instructor wants to teach the class, as follows:

- For fall classes, the approval process must be completed by the previous February.
- For spring classes, the approval process must be completed by the previous July.
- For summer classes, the approval process must be completed by the previous November.

However, instructors wanting to teach online classes can request development class shells from Learning Technologies before completing the process below. It is recommended that instructors begin constructing online classes in a development class shell in the semester before that in which they plan to teach the class. Instructors creating an online class should refer to the Course Quality Program Review form for detailed quality criteria that will help them construct an efficient, high quality class in which students will master the same learning objectives as their peers in a traditional class. In addition, during class development, the instructor will attend training in both online pedagogy and technology provided by the Learning Technologies department.

1. The instructor receives approval for his/her idea from the division director.
2. The instructor contacts the Learning Technologies department and requests a copy of the alternate Delivery Handbook for Faculty and the Course Quality Program Review.
3. The instructor selects a delivery format for the class in question, taking into account the best method for conveying the content and the impact the delivery method will make on his/her class load.
4. The instructor obtains, completes, and submits to the division director the appropriate form(s) from the following:
  - a. The Proposal for Distance Learning/Non-traditional Class Delivery.
  - b. The Addendum to the Proposal for Distance Learning/Non-traditional Class Delivery (for online and blended classes).
5. The division director takes the above document(s) to the Curriculum Committee.
6. Once a class has been approved, the instructor creates class content:

- a. For online classes, the instructor finds publisher's e-content or develops his/her own content. As noted above, this content creation can take place in the previous semester. Instructors creating an online class should refer to the Program Review form for detailed quality criteria that will help them construct an efficient, high quality class in which students will master the same learning objectives as their peers in a traditional class. During this development, the instructor attends training in both online pedagogy and technology provided by the Learning Technologies department.
  - b. For text-based/mixed media classes, the instructor develops a comprehensive guide for the class that provides all pertinent information for students including assignments, grading practices, due dates, etc. The Learning Technologies department can provide samples.
  - c. The same textbook must be used in all the different delivery method of the class.
  - d. Students in the alternative delivery class must master the same student learning objectives as their peers in traditional sections; student mastery of these objectives must be evaluated using approved assessments.
7. Once a class has been approved by the Curriculum Committee, it will be scheduled. This involves two steps:
- a. The division director puts the class on the schedule, ensuring the correct special designator is entered in Nexus.
  - b. The Learning Technologies department searches Nexus for classes with special designators indicating distance delivery so that they can be listed on the Distance Learning Page of the printed schedule and so that orientations can be scheduled. If the class is web-supplemented, blended with online, web-required, or online, LTech will create a D2L class shell for it.