

# Distance Education Online Course Approval



## INTRODUCTION

The Online Course Approval process is designed to ensure Distance Learning courses are designed to adhere to the *Principles of Good Practice for Academic Degree and Certificate Programs and Credit Courses Offered at a Distance* as outlined by the Texas Higher Education Coordinating Board, meet the needs of students, and are taught by qualified faculty.

**All faculty developing a new online or hybrid course must complete the following checklist before the semester in which class is to be offered.** The course must be completed for review by the Online Committee (*see Process and Timeline for Online Course Proposal*).

Please sign the checklist and return to your Division Chair for verification and routing through administrative channels.

## COURSE INFORMATION

Instructor's Name: [Click here to enter Instructor Name.](#)

Division: [Click here to enter division.](#)

Department: [Click here to enter department.](#)

Course Title: [Click here to enter Course Title.](#)

Course #: [Click here to enter Course #.](#)

Course Start Date (Semester and Year): [Choose semester.](#) [Choose Year](#)

Modality: (Check One)

*Internet*

*Hybrid*

*Other:* [Click here to enter description of other modality.](#)

Division Chair:

Date Received: [Click here to enter date received.](#)

**AMERICANS WITH DISABILITIES ACT OF 1990**

Southwest Texas Junior College is committed to accessible design for all students, including those with disabilities. Distance Learning students with disabilities can request accommodations, including alternate formats.

The instructor will make accommodations for students as requested by SWTJC's Disability Support Services.

**CURRICULUM AND INSTRUCTION** (check all that apply):

Academic standards for this course are the same as courses delivered by other means at Southwest Texas Junior College.

The course offered electronically is coherent and complete.

Necessary course materials are identified and information on how to obtain materials is provided in the course syllabus, which is accessible from the instructor's directory page.

Except for proctored testing, students can complete the course without physically visiting the campus. (i.e. all necessary instruction and support infrastructure is in place to serve the off-campus student.)

If not, explain. [Click here to enter explanation.](#)

The course incorporates (check all that apply):

A variety of learning activities that meet diverse learning styles

PDF and other downloadable files

Guidelines for feedback on assignments and questions

Links to web sites (open in new window)

Graphical and multimedia elements; closed caption

Interactive activities

Course evaluation instruments

Provision for complete archiving of course products including student assignments, tests, and e-mail correspondence

The course encourages appropriate interaction between faculty and students and promotes communication among students. Contact is achieved through: (check all that apply)

Online Communication Mode	
<input type="checkbox"/> Asynchronous discussion	<input type="checkbox"/> Synchronous chat
<input type="checkbox"/> Team projects	<input type="checkbox"/> Individual email
<input type="checkbox"/> Group email	<input type="checkbox"/> Audio-conference
<input type="checkbox"/> Other <a href="#">Click here to enter text.</a>	

Planned interaction and timely feedback between students and faculty is detailed in the course syllabus. Faculty response to student e-mail inquiries will be made within 24 hours during normal business days.

In addition to SWTJC course syllabus requirements, this course syllabus includes (check all that apply):

- The Division Chair is listed as an alternate contact person for students to reach if the instructor is not available
- Software and hardware recommendations
- A link and/or information on technical support including the college Help Desk
- The course specifies necessary technology requirements, competence, and skills
- A list of testing options and locations

As per THECB & SACSCOC criteria, the quality of online instruction is equivalent to that of traditional on-campus offering.

### ***COPYRIGHTS AND PERMISSIONS***

Have you confirmed that the course materials and any course materials not developed by the copyright holder are "fair use" or that you are otherwise exempt from liability from infringement?

- Yes
- No
- In Process

If not, have you acquired permission to use or link to the materials?

- Yes
- No
- In Process
- N/A

### ***EVALUATION AND ASSESSMENT***

Note: The items below are mandatory to meet SACSCOC compliance. (Check all that apply):

- Students will be given an opportunity to evaluate this course.
- Student achievement in the course will be assessed with methods that assure integrity. (SWTJC requires at least one monitored major exam, preferably two.)
- Necessary revisions to this course will be made at regular intervals.
- Communication between student and instructor regarding the effectiveness of the course will be open (i.e. functioning links, technology speed.)

### ***PLATFORM AND TRAINING***

Which Learning Management System (LMS) will be used for this course? (check all that apply).

- Canvas LMS
- Other; i.e. 3rd party sites for course content training, quizzes, etc.

Name of site [Click here to enter text.](#)

Url [Click here to enter text.](#)

Who approved this LMS? [Click here to enter text.](#)

- Course available to students on the official first day of SWTJC classes for the semester the course is offered.

**Instructor has received training on techniques for transforming a face-to-face course into an effective online class**

Name of Training taken: Click here to enter Name of Course/Seminar.

Date of Training: Click here to enter the date of the course.

Location taken: Click here to enter the location of the course.

Facilitator Name: Click here to enter the name of the Facilitator.

Please list any additional training you have received.

Title: Click here to enter the title of the training.

Location : Click here to enter the location/institution.

Date: Click here to enter the date of training.

Other information, other trainings, etc.: Click here to enter text.

*I have read and understand the noted administrative rules and procedures, and course development guidelines for the development of this Distance Learning course.*

_____	_____	_____
<i>Faculty Name</i>	<i>Signature</i>	<i>Date</i>

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

_____	_____	_____
<i>Division Chair</i>	<i>Signature</i>	<i>Date</i>

_____	_____	_____
<i>Instructional Dean</i>	<i>Signature</i>	<i>Date</i>

_____	_____	_____
<i>Online Committee Chair</i>	<i>Signature</i>	<i>Date</i>

*This course meets appropriate SWTJC, THECB, and SACSCOC procedures and guidelines.*