Process and Timeline for Online Course Proposal

When a need is determined for an instructor to create a new online course or become a new online instructor for an existing online course, these steps are to be followed for the course to be approved and added to the schedule:

1. To initiate the development of an online class, the need for such class should be determined through communication between the Dean, Division Chair and the instructor. It can start with either party. For off-campus sites, this process can be initiated by the Vice President/Campus Director, but such need must be communicated to the Dean and the Division Chair in order for the process to proceed. *Note: Instructor must have completed a "Quality Matters" or similar training and apply 1 semester before the course is scheduled. There will be exceptions based on requested classes by Administration.*

2. Once the instructor is given the initial approval by the Division Chair, the instructor should contact the Online Committee Chair and state interest in offering an online course. If an instructor needs help setting up a practice course, contact the LMS coordinator in the IT department.

3. The instructor begins creating the course using the *Online Course Rubric Form* (located in the College Website, Curriculum & Instructor Resources) as a guide. Before proceeding to the next step, the course should be completely developed. Remember to provide access to all course content for reviewers. If using resources other than SWTJC's Canvas (i.e. 3rd party sites for course content training, quizzes etc.), please provide a user account to view the course material.

4. The instructor submits the *Online Course Approval* (located in the College Website, Curriculum & Instructor Resources) to the Division Chair for approval. **Division Chairs:** Before you approve, please verify that the requirements listed in the *Online Course Rubric Form* exist in the course.

5. An Online sub-Committee will evaluate the course with the *Online Course Rubric Form*. Based on completion of all mandatory elements and the final evaluation score, the subcommittee will make a recommendation to the

Online Committee Chair for approval or rejection of the proposed course. The following actions will result:

APPROVED: The Online Committee Chair will notify the Dean of College of Liberal Arts or Dean of College of Applied Sciences, as appropriate, and inform the respective Division Chair as well as the instructor.

REJECTED: The Online sub-Committee will provide feedback to the Online Committee and the instructor that the course did not meet the requirements as documented on the *Online Course Rubric Form*. The instructor may update the course to meet the requirements and resubmit. Applicants who do not meet the required points after the second review, will not be recommend for approval (they can re-submit after further training).

6. Once an instructor and course are approved, the instructor shall re-evaluate a course every few years by participating in training approved by the SWTJC Professional Development Office.