

CFCC DL Course Approval Procedure

Faculty desiring to develop a new distance (hybrid or Internet) course must follow the guidelines below and gain the appropriate approval from his or her department chair and the appropriate dean. The role of distance learning staff is to provide support to the instructor and department chair, in order to help ensure that quality course standards are met, and to provide training.

1. An instructor interested in developing and/or teaching a distance learning course should discuss the feasibility of offering the course through DL with the department chair.
2. The department chair approves the course for development and obtains approval from the dean.
3. After approval from the department chair and dean, the instructor is notified to start course development.
4. The instructor must [complete all required training](#) for the learning management system (Blackboard 101 and Getting Started with Blackboard).
5. It is strongly suggested that instructors also attend the Grade Center and Assessments workshops.
6. Instructors should review the [Course Essentials checklist](#) and attend a workshop on this topic to help create a quality course.
7. Instructors can contact the distance learning instructional technologist for assistance with course development and applying the course quality standards.
8. The course will be reviewed using the [Course Essentials Rubric](#).
9. After the course meets quality standards, the instructor will provide a copy of the completed Course Essentials Rubric to the department chair for final approval.
10. Upon final approval of the course, the department chair may offer this course for the next semester.