



Fully Online Courses Review & Approval

Distance Education Committee

Why Require Reviews & Approvals

- SAC Accreditation states that faculty and administration must be involved in the review & approval of courses
- Learn from each other and improve the quality of our courses
- Provide an effective learning environment for students
- Increase enrollment

Requirements

- The recommended development progression is to first web enhance, then convert to a hybrid, and then to a fully online course
- A new fully online class must be reviewed and approved prior to offering the course
- Current online courses will be completed according to the Tier 1, Tier 2 & Tier 3 schedule

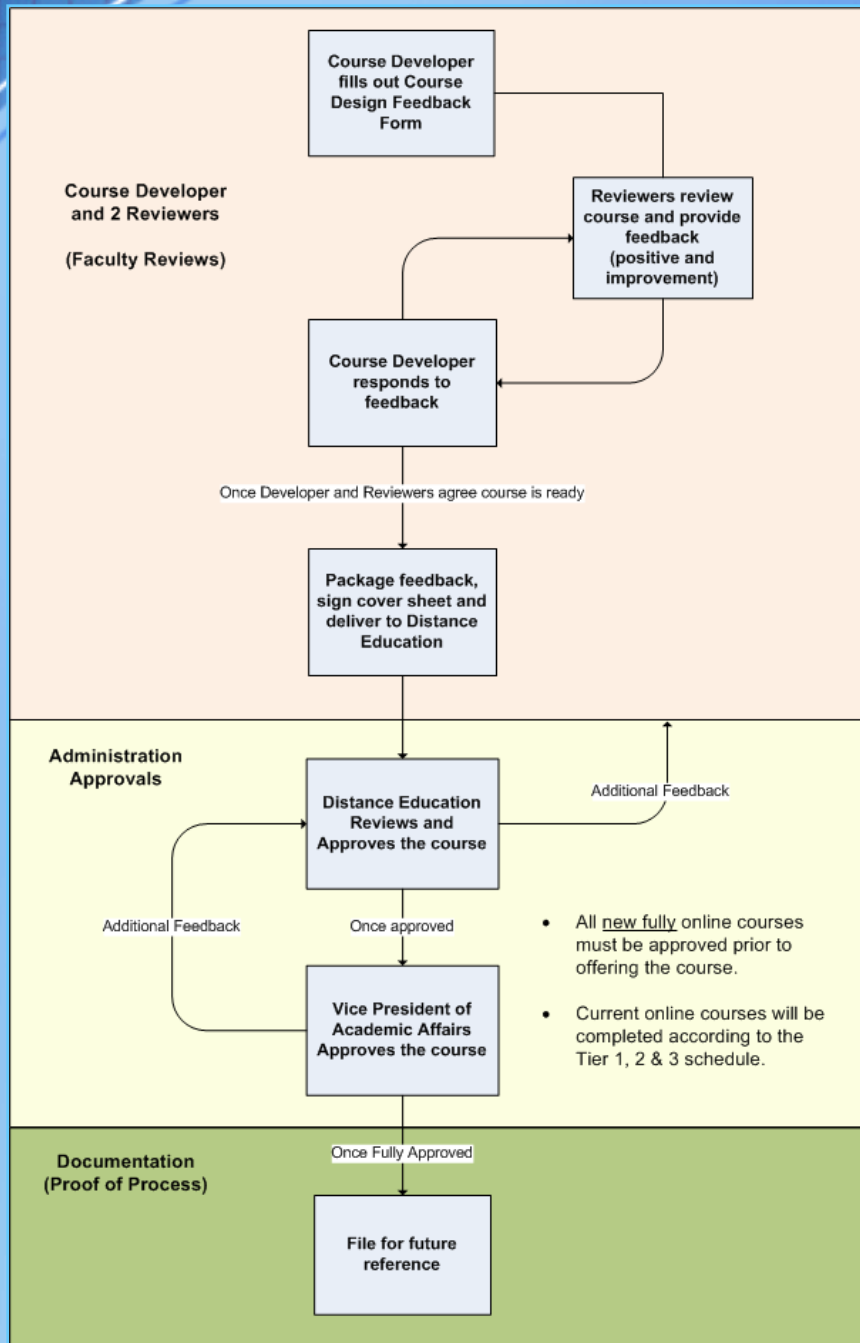
Reviews will be completed periodically:

- | | |
|--|---|
| <ul style="list-style-type: none">• At a minimum of every 3 years• When an objective(s) changes | <ul style="list-style-type: none">• When substantial changes are made to the week-to-week schedule or instructional materials |
|--|---|

Tier 1 Schedule

	Courses	Instructor	Reviewers	Review Due Date	Upgrade due date	Final Approval Complete
1	HS: HMSY 1343	Ellis	Delacerda, Craigue	3/5/2010	4/9/2010	4/23/2010
2	HS: FIRT 1347	Lyons	Delacerda, Craigue	3/19/2010	4/16/2010	5/7/2010
3	HIT: HITT 1305	Waldrep	Doan, Gordon	3/5/2010	4/9/2010	4/23/2010
4	HIT: HITT 1345	Long	Doan, Gordon	3/19/2010	4/16/2010	5/7/2010
5	HIT: HITT 1249	Long	Doan, Gordon	3/26/2010	4/23/2010	5/21/2010
6	HS: CJSJ 1372	Doane	Jacobs, Rueda	3/5/2010	4/9/2010	4/23/2010
7	HS: HMSY 1342	Doane	Jacobs, Rueda	3/19/2010	4/16/2010	5/7/2010
8	General Ed: ENGL 1301	Gordon	Long, Barrow	3/5/2010	4/9/2010	4/23/2010
9	General Ed: ENGL 2311	Gordon	Long, Barrow	3/19/2010	4/16/2010	5/7/2010
10	General Ed: DORI 0200	Mosley, Lindow	Long, Barrow	3/26/2010	4/23/2010	5/21/2010
11	Computer: COSC 1301	Stoudemayer	Schnell, Mosley	3/5/2010	4/9/2010	4/23/2010
12	General Ed: HUMA 1315	Spencer, Gordon	Schnell, Mosley	3/19/2010	4/16/2010	5/7/2010
13	General Ed: MATH 1332	De La Rosa	Stoudemayer, Robertson	3/5/2010	4/9/2010	4/23/2010
14	General Ed: SOCI 1301	Dupree	Stoudemayer, Robertson	3/19/2010	4/16/2010	5/7/2010

Process



1. Course Developer completes checklist
2. Two full time faculty members review course and work with the developer to update the materials
3. Distance Education personnel review and approve the course
4. VP of Academic Affairs reviews and approves course
5. Approval form and checklist are stored within the program office
6. Course is built in Banner

Course Design Review Checklist

Distance Education - Course Design Review Checklist						
Course:						
Reviewer:						
Review Date:			Iteration #		Next Review Date:	
Resources:						
+						
Quality Standards		Yes	No	Un	Comments	
Overall Course						
1	Syllabus Approval Complete based on at a minimum the standards set for Spring 2010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2	The course home page makes it clear within	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Click on picture for link to Checklist

Course Approval Form

Distance Education Course Approval Form

Course Title:	
Course Number:	
Instructor:	
Semester:	

Approval Signatures:

The signatures below designates that the designed course meets the Lamar Institute of Technology Online Course Quality Requirements.

	Signature	Date
Faculty Reviewer		
Faculty Reviewer		
Distance Education Director		
VP of Academic Affairs		

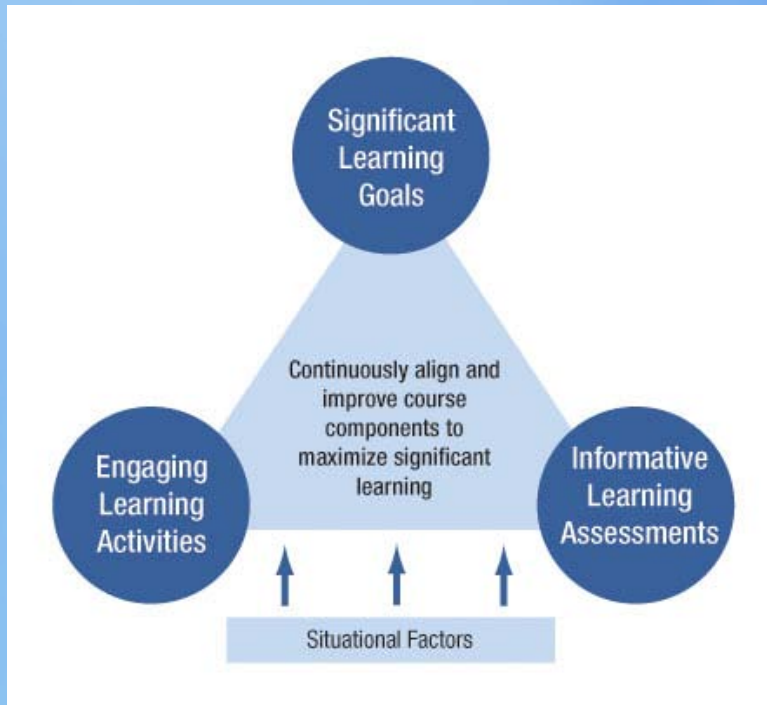
Click on picture for
link to the Approval
Form

Ancillary Slides

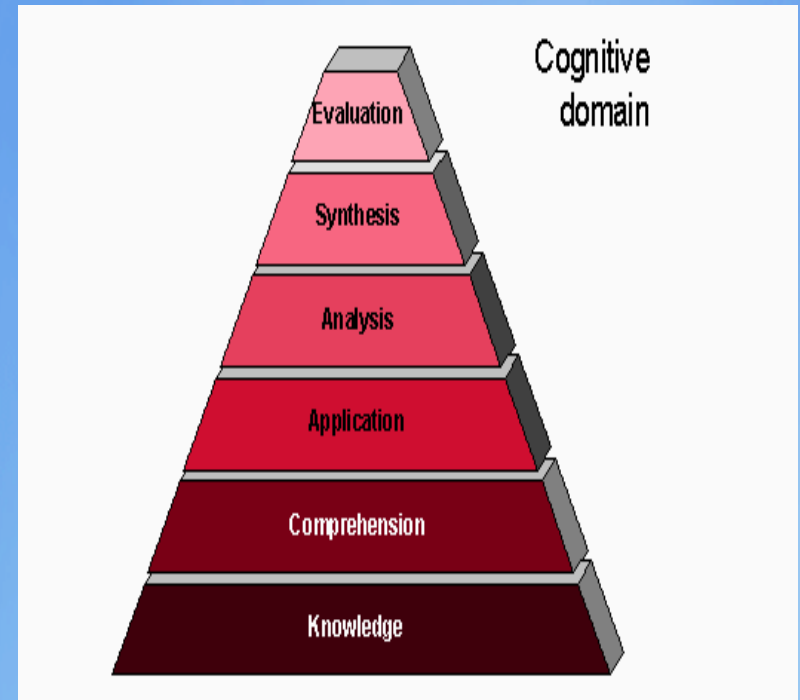
Topics to include in week 1

- Instructor Introduction
- Student Introductions
- Syllabus Review
- Syllabus Quiz
- Practice assignments for the tools used in your course. (i.e. Drop Box with attachments, quiz, logging into e-text book)

Instructional Design Alignment



Align Objectives to Learning Activities to Assessments



Match the obj. verb to the Bloom's Taxonomy Level



With questions, contact your Distance Education Representative:

Distance Learning Committee	
Distance Education Coordinator, Chair	Robin Lisk
Technology Services (Software Support)	Steve Sims
Technology Services (Webmaster)	David Block
Technology Services (Equipment / Network)	Lee Prejean
Coordinator for Institutional Effectiveness and Grants	David Mosley
Allied Health Sciences Department (HIT)	Debbie Long, Brenda Barrow
Business Technologies Department	Linda Stoudemayer, Jennifer Robertson
General Education and Developmental Studies	Rita Gordon, Emily Rueda
Public Service and Safety Department	Jim Doane, Christopher Delacerda
Technology Department	Don Schnell, Weldon Jacobs, Walter Tucker
Workforce Training	Robert Craigue

or send an e-mail to distanceed@lit.edu