

## Faculty Online Group

Process for the approval of new online classes:

- 1) Mission statement: the purpose of the group is to meet and exchange ideas on the administration of online classes and to evaluate and make suggestions regarding the mechanics and navigation of new online classes. We do not judge content, aesthetics, or course efficacy. Online instructors have the same intellectual freedom that they enjoy in their onsite classes.
- 2) Work schedule: The Faculty Online Group will provide peer reviews for instructors with new online courses during regular long semesters. (If administration wants a new course prepared during the summer, we recommend that the Dean and the department review the course and sign the paper work.)
- 3) Paper work: After filling out the CCCCD Online Course Information Form which is available from the dean or the chair of the Faculty Online Group -- Mary Anne Andrade, [mandrade@ccccd.edu](mailto:mandrade@ccccd.edu) -- a faculty member with a new online course should send the Information Form to the chair of the Faculty Online Group and contact Heather Webb-Losh, to obtain review space on the server. Heather will then e-mail the chair of the Faculty Online Group with the password and user name for the review space.
- 4) Notification of the Group: The chair will e-mail the Faculty Online Group with the password and user name.
- 5) Peer Reviewing: At least five experienced instructors from the Group will peer review the course and reply to the faculty member with suggestions and comments. If the faculty member receives fewer than five peer reviews, he or she should contact the chair. If fewer than five instructors from the Group volunteer their services, the chair will recruit from among those instructors in the Group who attend the meetings.
- 6) College service: The reviewers are performing an important college service to include in their applications for multi-year contracts.
- 7) Responding to peer reviews: The faculty member will have two weeks to make

changes to the course or to justify to the Group why certain changes are inappropriate.

8) Signature of the chair: The same five peer reviewers will examine the course again and report their satisfaction or dissatisfaction to the chair of Group. If the peer reviewers are satisfied with the course, the chair will sign the CCCC Online Course Information Form and will forward this document to the appropriate Dean.

APPROPRIATE USE OF TECHNOLOGICAL AND INFORMATION RESOURCES

#### **CCCCD ONLINE COURSE INFORMATION FORM**

This form complies with the Texas Higher Education Coordinating Board (THEC) Rules for Program Development (Chapter 5, Subchapter H, 5.156.A.2.D) and the "Principles of Good Practice" from the

University of Texas TeleCampus Faculty Service site. The Principles of Good Practice for Academic Degree and Certificate Programs and Credit Courses Offered Electronically were developed by the Western Interstate Commission for Higher Education and adopted by the Texas Higher Education Coordinating Board. These Principles provide an outline for consideration when developing, teaching or evaluating the quality of electronic instruction. It provides a realistic review for the prerequisites, development, and implementation of distance education courses, and serves as an agreement between CCCCD and the course author.

### **I: Course Information**

Please be sure the information provided is accurate and complete. (This information will be used by the VPAA and other administrative bodies for review purposes.)

- A. Name of course:
- B. Course and prefix number:
- C. Name of instructing faculty:
- D. Name, title, phone and email of key contact person: (Please provide the web address where the course can be reviewed. Also, please provide any log-in and password information needed.)
- E. Credit hours:
- F. Prerequisite(s) and/or required academic level of students:
- G. Has this course been offered online previously?
- H. Course description (from catalog):

### **II: Technical Requirements and Copyright Restrictions:**

- A. Provide the name of the platform on which the course has been developed (for example, Individual Faculty site, Blackboard, WebCT, Publisher's sites, etc.):
- B. Students will use a variety of browsers and hardware. Have you tested your course on a combination of browser versions and hardware platforms? Please provide details.
- C. Have you confirmed that the course materials that were not developed by the copyright holder are "fair use" or that you are otherwise exempt from liability from infringement?  
Yes \_\_\_\_\_ In Process \_\_\_\_\_ No \_\_\_\_\_  
If not, have you acquired permission to use or link to the materials?  
Yes \_\_\_\_\_ In Process \_\_\_\_\_ No \_\_\_\_\_

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### **III: curriculum and Instruction:**

- A. The course includes the following
  - Introduction Yes \_\_\_\_\_ No \_\_\_\_\_
  - Instructor biographical information. Yes \_\_\_\_\_ No \_\_\_\_\_
  - Syllabus, details of course content or course menu Yes \_\_\_\_\_ No \_\_\_\_\_
  - Information about course and course calendar Yes \_\_\_\_\_ No \_\_\_\_\_
  - Information about course policies and procedure Yes \_\_\_\_\_ No \_\_\_\_\_
  - Learning objectives Yes \_\_\_\_\_ No \_\_\_\_\_
  - Glossary Yes \_\_\_\_\_ No \_\_\_\_\_
  - Reading list, bibliography and/or external references Yes \_\_\_\_\_ No \_\_\_\_\_
  - Course dates and deadlines Yes \_\_\_\_\_ No \_\_\_\_\_
- B. Does the program or course provide for appropriate interaction between faculty and students and among students? Interaction with and among students is achieved through (check all that apply):
  - Asynchronous discussion: \_\_\_\_\_
  - Synchronous chat: \_\_\_\_\_
  - Team projects: \_\_\_\_\_

Individual email: \_\_\_\_\_

Group email: \_\_\_\_\_

Audioconference: \_\_\_\_\_

In-person contact/orientation \_\_\_\_\_

C. Which of the following items apply to the course?

Specific instructions on assignments Yes \_\_\_\_\_ No \_\_\_\_\_

Email address for instructor(s) Yes \_\_\_\_\_ No \_\_\_\_\_

Graphical and multimedia elements Yes \_\_\_\_\_ No \_\_\_\_\_

Technical drawings, tables, etc Yes \_\_\_\_\_ No \_\_\_\_\_

PDF and other downloadable files Yes \_\_\_\_\_ No \_\_\_\_\_

Links to other web sites Yes \_\_\_\_\_ No \_\_\_\_\_

Interactive exercises Yes \_\_\_\_\_ No \_\_\_\_\_

Evaluation instruments Yes \_\_\_\_\_ No \_\_\_\_\_

Link to online conferencing Yes \_\_\_\_\_ No \_\_\_\_\_

Technical support information or link Yes \_\_\_\_\_ No \_\_\_\_\_

Technical requirements for the course Yes \_\_\_\_\_ No \_\_\_\_\_

Other: \_\_\_\_\_

D. Is feedback for students on assignments and questions provided in a timely manner? Are guidelines for feedback defined or outlined in the syllabus or course menu? Does this apply to this course?

Have you defined timely manner? \_\_\_\_\_

Have you provided guidelines for feedback? \_\_\_\_\_

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E. Do qualified faculty provide appropriate oversight of the program or course that is offered electronically?

1. Is the faculty member(s) employed by CCCCD?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. When teaching the course, will the faculty member(s) be available to support and communicate with the students and oversee student progress and evaluation?

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Is this course self-paced or is the student's progress defined by the instructor? For example, are there deadlines for discussion participation, quizzes, tests, or assignments?

Self-paced \_\_\_\_\_

Modified self-paced \_\_\_\_\_

Progress defined by the instructor \_\_\_\_\_

Deadlines for discussion participation, quizzes, tests, or assignments \_\_\_\_\_

4. Will this course be a part of, or in addition to, the faculty's normal teaching load?

Part of faculty member's normal teaching load \_\_\_\_\_

In addition to the faculty member's normal teaching load \_\_\_\_\_

5. Is the textbook integrated with the course?

Yes \_\_\_\_\_ No \_\_\_\_\_

F. Are programs or courses offered electronically also offered on the campus of the institution where the programs or courses originate?

1. Is this course taught on campus?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Will the academic standards for the program or course offered electronically be the same as those for programs or courses delivered by other means at the institution where the program or course originates? Comparable assignments?

Yes\_\_\_\_\_ No\_\_\_\_\_

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Comparable reading/writing/guided practice?

Yes\_\_\_\_\_ No\_\_\_\_\_

Comparable learning objectives?

Yes\_\_\_\_\_ No\_\_\_\_\_

G. Is it anticipated that student learning in the online course will be comparable to student learning in

courses offered at the campus where the program or course originates?

Yes \_\_\_\_\_ No \_\_\_\_\_

Does not apply\_\_\_\_\_

#### **IV: Faculty Commitment / Approval**

This signature page must be completed and returned with the self-study.

It should be completed and signed

by the instructing faculty and the appropriate Dean and Vice President for Academic Affairs

**Faculty Commitment:** (to be completed by instructing Faculty)

The answers to the questions in the self-study above are accurate and truthful. All efforts have been made

to insure that copyright permissions have been obtained. I understand that by hosting this course through

CCCCD servers, my students and I will have access to all CCCCCD online services.

\_\_\_\_\_ signature

\_\_\_\_\_ date

**Faculty Online Group: chair**

\_\_\_\_\_ signature

\_\_\_\_\_ date

**Division Dean:**

\_\_\_\_\_ signature

\_\_\_\_\_ date

**Vice-President of Academic Affairs:**

\_\_\_\_\_ signature

\_\_\_\_\_ date

