

CPTC Procedure: Development and Approval of Distance Education Course or Conversion of Traditional Course to Distance Education

Step-by-step process for developing a Distance Education credit course at Coastal Pines Technical College (CPTC) is as follows:

1. The instructor requesting the course must first complete training on use of the learning management software.
2. The instructor must request approval to develop the course(s) from the appropriate supervisor. The request must include delivery method, projected timeline for completion and timeline for placement on the term class schedule. After approving the distance education course, the supervisor must submit a request for approval, in writing, to the Vice President for Academic Affairs (VPAA).
3. The VPAA will review the request and if approved, forward the approval in writing to the Coordinator of Distance Education.
4. The Coordinator of Distance Education will review the program(s) that include the new online course(s) to determine if the course(s) addition causes any educational program to cross the 25% or 50% threshold of online courses offered in the program(s). If either threshold is met, the Coordinator of Distance Education will notify the Vice President for Institutional Effectiveness. The Vice President for Institutional Effectiveness will determine if the Southern Association of College and Schools/Commission on Colleges needs to be notified. The instructor must create a plan and timeline for development of the distance education course(s) and gather course materials to be used.
5. The instructor must meet with the appropriate personnel in the office of Distance Education to create a master course and discuss delivery method and any other items in question. Distance Education personnel will load the master course and provide the instructor with the course criteria approval form.
6. The instructor must develop the online course in the master course with assistance from Distance Education personnel, as needed.
7. The instructor must submit completed course(s) to the appropriate Distance Education personnel for approval. If any errors are found by the Distance Education personnel, the instructor will make corrections and resubmit the course(s).
8. The Distance Education personnel will e-mail the approving supervisor and VPAA requesting review and approval of the completed course(s). The course must meet all criteria on the Instructor Checklist for Distance Education for Web-Based Courses. The Coordinator of Distance Education will add the approved course(s) to the CPTC list of online or hybrid courses. The VPAA will inform the Registrar, Faculty and Academic Affairs staff members.

Course Definitions

Online – This means that the course is totally taught online and there is no specific requirement of campus visits other than the proctored exam. (Students must be allowed to take these exams with an approved proctor at another Technical College System of Georgia campus, through the proctoring solution provided, or approved site.)

Hybrid Course –These courses are taught partially via the Internet and partially via the classroom. Hybrid courses differ from web-enhanced courses in that web-enhanced courses are

assigned to a classroom for every contact hour described in the course catalog. Hybrid courses that include 50 percent or greater instruction via distance learning are coded in accordance with Technical College System of Georgia standards.

Web-Enhanced Course – Campus time is not reduced but the student may access some resources online. Resource examples are: tests, notes, or PowerPoint.

Complete Online/Hybrid Course Definition

A complete online/hybrid course means that the course has all of the following items included:

- Up-to-date Syllabus for the term that the course is to be instructed.
- List of rules/procedures for the course.
- List of assignments that students must complete in the course.
- Assignment due dates for the entire term.
- Work Ethics assignments for the entire term, if required.
- Welcome announcement.
- Basic Course information
- Any course documents that the student may need to complete the course.
- Instructor contact information.

Responsibility

The Vice President for Academic Affairs has the overall responsibility for ensuring this procedure is implemented.

Adopted: November 25, 2013

Revised: November 15, 2021