

Online/DE Hybrid Course Review Process

LPC Distance Education Committee 2019-20 Academic Year

CDS: Course Design Specialist (Scott Vigallon)

WAS: Web Accessibility Specialist (Wanda Butterly)

Faculty Co-Chair: Christina Lee

The following process applies to instructors teaching either fully online or Distance Education hybrid courses (delivered 51% or more online) for the first time at LPC. If instructors present evidence of completion of an online teaching program at another college, they will be exempt from the course review process. Please note that beginning with the 2020-21 academic year, no exemptions will be issued.

1. Faculty assigned to teach Online or DE hybrid course with more than 3 months prior notice.
2. Dean informs DE coordinator of potential DE instructors for the upcoming semester.
3. Faculty will receive initial email from Faculty Co-Chair or DE coordinator with information about the course review process and to schedule a course review meeting.
 - a. The meeting will be scheduled for the semester prior to the course being taught. If an instructor is hired less than 3 months prior to the semester in which the course is taught, the meeting will be scheduled for the semester in which the course is taught.
 - b. No course reviews will be conducted during the summer. If an instructor is hired less than 3 months prior to the beginning of a summer term, the review will be conducted in the fall.
 - c. Email instructions will contain the Course Review Checklist and information about using the optional model course template, along with access to the Online Course Development Program training course.
 - d. Faculty may meet with CDS or WAS with questions.
4. During the course review meeting, faculty present the overall course design structure for course, within Canvas, along with 3 complete modules (including Introductory Module) for course design review by DE subcommittee (at least 2 faculty, if possible). Faculty may present course in person or via ConferZoom.
5. During meeting, DE subcommittee review the course using the Course Review Checklist. When finished, the completed checklist is sent to Faculty Co-Chair.
6. Faculty Co-Chair informs faculty with attached course review checklist if
 - a. Course is approved for Online or DE hybrid, or
 - b. Course needs completion of recommendations prior to approval.
7. Faculty Co-Chair informs Dean and faculty if course is "approved" or "not ready for approval."
8. If course is not yet approved for Online/DE hybrid, faculty can work with CDS and WAS to make the recommended updates to bring course to approval status. Faculty will work at own pace. It is the faculty's responsibility to contact CDS when course is ready.
9. After recommended updates are made, CDS confirms that the course is approved for Online/DE hybrid and informs faculty. CDS informs Faculty Co-Chair and Dean, attaching spreadsheet that shows only that division's courses. CDS informs DE Committee separately.