

Distance Learning Course Development Approval Form For Credit Courses

***Note:** This form must be completed and submitted to the Richland College Dean of Distance Learning **THREE** months prior to the development of the online, online partial, and online/classroom course. After the acceptance of this application, the Distance Learning Dean will contact the applicant for an initial online walk through. Only **ONE** course can be developed per semester.

The Distance Learning Course approval process is designed to ensure Online, Online Partial, and Online/Classroom courses adhere to Richland College's Course Design Checklist.

SACS Definition: Distance education is defined, for the purposes of accreditation review, as a formal educational process in which the majority of the instruction occurs when student and instructor are not in the same place. Instruction may be synchronous or asynchronous. Distance education may employ correspondence study, or audio, video, or computer technologies.

Purpose (Please check one)

- Develop a new online or Online Partial course.
- Develop an Online/Classroom with scheduled on-campus sessions and online instruction.
- Other

General Information

1. Requested by:

Name _____ Telephone _____

Title _____ Email _____

Department _____

2. Course Information:

Rubric/Number _____ Title _____

3. Justification for offering online/campus-based online course:

4. Scheduling Information (Anticipated First Time Offering)

Semester _____ Year _____

5. Instructional Materials: (Indicate the materials to be used when this course is first offered).

Textbook	Title/ISBN _____ Cartridge? Yes or No
Study Guide	Title/ISBN _____ Cartridge? Yes or No
Faculty Manual	Title/ISBN _____ Cartridge? Yes or No
Video	Series Title/Produced by _____ # of programs _____ Will these be streamed? Yes or No
Course Software	Product Name/Manufacturer _____
Library Reserve	
Other Material	
Learning Objectives to be Covered	

Types of Student Among Student Interaction to be Developed	
Other Learning Activities to Develop	

Administrative

1. Is this a special topic course? If so, what is the topic?

Yes No _____

2. Do you understand if Richland College remunerates you for development of a distance learning course, the distance learning course becomes property of Richland College? (The instructor does hold the right to take the course he/she developed and use it in other capacities besides teaching at Richland).

Yes No

3. I have signed the Disclosure Statement for Distance Learning Course Development form?

Yes No

I understand:

- **Based on SACS requirements, faculty teaching distance learning courses are required to have appropriate Distance Learning delivery skills and prior to developing this course I must have acquired Distance Learning Course skills through:**
 - The LeCroy Center (eCampus I/II with assessment by the Coordinator of Distance Learning and Completing Level 4 RLC ThunderBolt training)
 - Level 1-4 ThunderBolt Training

- **Based on SACS guidelines, Richland College requires instructors teaching online, online partial, or online/classroom course(s) to be peer observed by a ThunderBolt member.**
- **This course development project must be based on the Richland College Online Course Design Checklist.**
- **I must sign a contract with Richland College in order to receive funding for this project.**
- **I must sign a Disclosure Statement.**

I agree to the above requirements for developing a distance learning course for online delivery.

Instructor Signature

Date

Academic Dean Signature

Date

Dean of Distance Learning Signature

Date