

Tidewater Community College

Online Course Approval Form for Academic Deans

Dear Colleague,

The attached form is intended for faculty who plan to develop a totally online course. The *online course approval form* and related DTLS policies and procedure provide partial fulfillment of the accreditation requirements outlined in the **Southern Association of Colleges and Schools' (SACS)** document titled "Distance Education: Definition and Principles – A Policy Statement" (May 2000). The form also serves to notify DTLS of your intentions and to help enable online support services for your course.

The first time a course is listed in the TCC schedule as an "online" class, you must complete the Online Course Approval Form and obtain your Academic Dean's signature. The first time an individual faculty member teaches a class online, even if another TCC faculty member has offered the same course online, you must complete the Online Course Approval Form and obtain your Academic Dean's signature. Questions about whether the form needs to be completed should be directed to Dr. Yanyan Yong.

A good way to gain experience in the online environment is to "web-enhance" various components of an existing classroom-based course. DTLS staff can help you with this process. Please check the DTLS website for information about steps involved in developing a web-enhanced or online course. (You do not need to complete this form if you simply intend to web-enhance an existing class, although you will still need to request supports services through DTLS.)

For many first-time, online faculty, 12 months is not too soon to begin the development process. However, 6 months may be adequate in some situations, particularly if you are a skilled web developer or have already taught a similar class with Internet components. If you are new to using the Internet as a teaching-learning environment or if you are developing a new class, you may need additional training and time, and course management software like Blackboard.

Additional documents are available to help you with the process, including:

- TCC-DTLS *Policy Statements and Policy References*
- TCC-DTLS *Principles of Good Practice*
- TCC-DTLS *Course Development Checklists for Faculty*
- TCC-DTLS *Resources for the Use of Technology to Deliver Instruction*

Please review the above documents as part of the process in completing the attached form.

The *online course approval form* is an agreement between you and your academic dean as well as notification to the Vice President for Educational Technology of your intent. Once you have your Academic Dean's approval, forward the form to the Interim Associate Vice President for Educational Technology, Dr. Yanyan Yong, yyong@tcc.edu. Under normal circumstances, this submission should be at least 16 weeks before the class will be offered.

You can open this document in a word processor and insert your text. If you have any comments or questions at any point in the development process, contact Dr. Yanyan Yong, yyong@tcc.edu, 822-5193.

Tidewater Community College Online Course Approval Form

Please submit this form to the appropriate Academic Dean at least 16 weeks before you plan to offer the class online, earlier if possible. The form should be forwarded to the Associate Vice President for Educational Technology for acknowledgement and initiation of online support services.

Faculty member name:
Date:
TCC E-mail address:
Alternate e-mail address:
Home page (URL):
Office phone:
Home phone:
Campus:
Division:
Academic Dean:
Course to be offered in which term/year?:

Course name:
Course prefix and number:
Catalog description of the course:

Please attach a current course outline that lists course objectives, expected student learning outcomes, and primary content and concepts. Please include your own description of the course to supplement the catalog description, if appropriate.

Please review the following TCC-online offering documents in completing this request:

- TCC-DTLS *Policy Statements and Policy References*
- TCC-DTLS *Principles of Good Practice*
- TCC-DTLS *Course Development Checklists for Faculty*
- TCC-DTLS *Resources for the Use of Technology to Deliver Instruction*

Your signature, below, indicates that you have read the above items and will abide by the TCC and VCCS policies and procedures outlined within the documents.

Finally, please obtain your academic dean's signature and contact Dr. Yanyan Yong, (yyong@tcc.edu, 822-5193.) to discuss your preliminary plans and to obtain online support services.

Signature of faculty member:

Date:

Signature of Academic Dean:

Date:

Acknowledgement of the Associate Vice President for Educational Technology:

Date: