Summary of the Distance Learning Course Development Policy

There are two types of "new" distance learning courses:

- Courses that have never been offered at NWACC before in any format not in the classroom, not online, not at all. These are subject to the college's official course approval process [Curriculum Committee approval, etc.] and the process outlined here.
- Courses that have been taught in the classroom at NWACC previously -- these are considered to be a "format change", and are only subject to the process outlined here.

Process Summary

The process below assumes that the development of a distance learning course has been thoroughly discussed with the immediate supervisor of the person wishing to do the development AND with the Division Dean, and both are in agreement to move forward with the process. Please note that the person who is agrees to be "developer" has the responsibility to follow through to the completion of the process. Courses need to be <u>completely</u> developed with <u>all</u> materials by the time of the final review [#4].

- 1. **Get training**. Distance learning courses should be developed by someone who is not only proficient in the subject matter, but also in technology. Those who wish to develop an online or hybrid course should have completed the beginning Blackboard CE certificate <u>and</u> any subsequent required trainings. In addition to subject matter knowledge, **the course developer should also be someone who is techsavy**, has taught online previously, and has a good knowledge of online pedagogy.
- 2. **Fill out the form [page 2] and get signatures.** This should be done before the semester preceding the one in which you expect to teach the course, which allows sufficient time [3- 4 months] in which to go through the peer review and final approval process. Fill out the top portion of the form, get the **required** signatures, and return the completed and signed form to the Distance Learning Department.

About Compensation: Most developments are not compensated. However, if compensation is desired, the request has to be agreed upon between the person developing the course and the Division Dean. Distance Learning provides no compensation for course development, but does provide guidelines for how much compensation should be given for each type of development [request a copy of the full policy for more information]. If a person is compensated to develop a course at NWACC, the course belongs to the college in accordance with Board policy.

- 3. **Mentoring & Preliminary Review:** If the person developing the course has never developed a distance learning course before, he/she will need to work closely with someone who has. This can be the NWACC Instructional Designer or another experienced developer/instructor appointed by the Distance Learning Department. Half-way through the development of the course, the Distance Learning Director [or proxy] will need to make a preliminary review of progress. **If compensation has been requested, this review is required before any partial payment can made for the course development.**
- 4. **Deliverables and Peer Review:** When the course is completely ready, it must be reviewed by a peer review team. This is done to make sure the course is complete and well designed, and to make suggestions for improvement. If the materials are not online in NWACC's Blackboard CE system, access will need to be given to the materials by whatever means practical. **The final complete course should be ready for review at least two weeks prior to the beginning of the semester it will be taught.**
- 5. **Final Approval:** After the Peer Review is complete and any required changes have been made, final approval must be given by the Chair of the review team and the Distance Learning Director. The course can then be offered to the students.

This is a short summary of the full policy. Please request a copy of the complete policy for more information.

DISTANCE LEARNING COURSE DEVELOPMENT APPROVAL FORM

Name:						
Department:						
Phone and E-Mail:						
Proposed Course (Title/Course N	(umber):					
Proposed DL Type (check one): Online Hybrid Interactive Video						
Has this course been offered prev	iously as a tradi	tional classroom-base	ed course at NW.	ACC: (circle)	Y	N
Semester/Date course will first be	e offered:					
Have you participated in the required Blackboard training(s) at NWACC? (circle)						N
<u>Compensation Request</u> [OPTIONAL] Is compensation requested [beyond normal pay]?						N
Compensation Level Reque	ested (check one	e) (See Distance Lear	rning Departmen	t procedure for a	details)	
• Level I (Conten	t Expert for new	development or rede	evelopment of a	course)		
• Level II (New c	course using 3 rd 1	party materials, hybri	d development, o	or partial redevel	lopmen	t of an
existing distance learnin	g course)					
• Level III (Full o	development of	a new course or full r	edevelopment of	an existing cou	rse)	
Approval is given for the development of this distance learning course. [Required for all developments]						
Division Dean	Date	VP for Student I	Learning	Date		
Approval of Course Development Compensation [Signatures required only if compensation is requested] The undersigned give approval for compensation at the level indicated above to be given to this employee for the development of a distance education course or materials to be used therein. Compensation will be provided by the Division/Department, not Distance Learning.						
Division Dean	Date	VP for Student I	Learning	Date		
Approval for Mid-Point Payme	ent [Signatures	required only if comp	pensation is requ	ested]		
The undersigned affirm that the a for this course.	pplicant has cor	mpleted a satisfactory	amount of work	to justify 50% p	partial p	payment
Director of Distance Learning	Date	Mentor (if assig	gned)	Date		
Final Course Approval [Require	red for all develo	opments]				
The undersigned affirm that the c Learning, is approved to be offere the development of this course.						
Chair of Review Committee	Date	Director of Dista	ance Learning	Date		