



Distance Learning Course Approval For Credit Courses

The Distance Learning Course Approval process is designed to ensure that Distance Learning courses are designed to adhere to the *Principles of Good Practice for Academic Degree and Certificate Programs and Credit Courses Offered Electronically*, the Texas Higher Education Coordinating Board, meet the needs of students, and will be taught by qualified faculty.

The request for a new DL course or a major revision in an existing Distance Learning course may be initiated by a faculty member, Departmental Chair, or the Director of Distance Learning. The faculty member initiating the request must contact the Departmental Chair before completing the form.

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.

Part I - Purpose (check one)

- Adapt an existing course to a DL format.
- Change or add a delivery mode for an existing DL course.
- Develop a course that will be part of a **new** course for the ACC Catalog that will be delivered in DL format. All **new** ACC courses must be initiated through the college's Curriculum Committee. The DL Course Approval form should be submitted concurrently with the request for new course approval (*Initiation and Modification of Credit Courses/Course Inventory Input Form*) to the Curriculum Committee.
- Adapt courses for an entire degree or certificate program to be delivered via DL. An approval form must be completed for each course that will be part of the degree program.

Part II - General Information

1. Requested by:

Name _____ Campus _____
Title _____ Department _____
Telephone _____ Email _____

2. Course Information:

Course Title _____ Course No. _____

3. Justification for Offering Distance Learning Course:

4. Scheduling Information: (*Anticipated First Time Offering*)

Semester _____ Year _____

5. Primary Delivery Method: (*Descriptions can be found at <http://dl.austincc.edu/information/AboutDL.html>*)

- Online / Web Based (PCM)
- Distance Learning Hybrid (HYD) – *Course offered 51% or more via DL*
- Recorded Telecourse/Instructional TV (ITV)
- Directed Learning (DIR)

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

Textbook	Title _____ Edition _____ ISBN _____ Blackboard Web Cartridge? <input type="checkbox"/> Y <input type="checkbox"/> N Other _____
Study Guide	Title _____ Edition _____ ISBN _____ Blackboard Web Cartridge? <input type="checkbox"/> Y <input type="checkbox"/> N Other _____
Faculty Manual	Title _____ Edition _____ ISBN _____ Blackboard Web Cartridge? <input type="checkbox"/> Y <input type="checkbox"/> N Other _____
Video	Series Title _____ Produced by <input type="checkbox"/> ACC <input type="checkbox"/> Vendor _____ # of Programs _____ Will these programs be streamed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Course Software	Product Name _____ Manufacturer _____
Library Reserves	_____ If yes, contact the Library Reserves Coordinator.
Other Materials	_____

Part III - Course Management Policies & Procedures (Instructor should review these documents. Check each box when the review is complete.)

Issue	URL
<input type="checkbox"/> Fair use criteria of copyrighted materials	http://irt.austincc.edu/copyright/FairUse/
<input type="checkbox"/> Copyright ownership of materials produced while employed at ACC	http://irt.austincc.edu/copyright/ownership/
<input type="checkbox"/> THECB DL Principles of Good Practice SREB DL Principles of Good Practice SACS Distance Education Policy Statement	http://www.thecb.state.tx.us/reports/pdf/0206.pdf http://www.ecinitiatives.org/publications/principles.asp http://www.sacscoc.org/pdf/081705/distance%20education.pdf
<input type="checkbox"/> Academic Testing Guidelines	http://www.austincc.edu/testctr
<input type="checkbox"/> ACC Faculty Workload Administrative Rule (AR# 4.03.004, Section 5)	http://www.austincc.edu/admrule/4.03.004.htm
<input type="checkbox"/> Faculty Handbook	http://www.austincc.edu/hr/FacultyHandbook/

Part IV – Administrative Issues

1. Faculty member(s) supervising the development or adaptation of the course:

Name: _____	Name: _____
Home Campus: _____ Email: _____	Home Campus: _____ Email: _____
Phone: _____ Fax: _____	Phone: _____ Fax: _____
<input type="checkbox"/> Full Time <input type="checkbox"/> Adjunct	<input type="checkbox"/> Full Time <input type="checkbox"/> Adjunct

2. If the person adapting the course is a faculty member, is she or he requesting a one-section reduction or stipend to develop the course for Distance Learning delivery?

Yes No **If yes, see administrative rule on stipends and attach appropriate form.**

3. Is this enrollment limit per section based on the College Administrative Rule 4.03.004?

Yes No **If yes, the course Section Limit will be** **If no, the course Section Limit will be** **Include a rationale.**

4. Is the adaptation of this course dependent upon receiving funds through an IRT Innovation Grant?
 Yes No **If yes, attach completed IRT Innovation Grant Approval Form and documentation.**
5. All Distance Learning courses require faculty to complete, sign, and attach a Copyright Ownership Agreement form. <http://irt.austincc.edu/copyright/ownership/ownerforms.html>
6. Based on SACS and Coordinating Board requirements, faculty teaching Distance Learning courses will be required to have appropriate Distance Learning delivery skills. Instructor will acquire Distance Learning course delivery skills through:
 Department IRT Self-Instruction Other _____ specify
 List or describe the skill(s) to be acquired. _____

As the lead faculty member(s) for this project, I/we have read and understand the noted administrative rules and procedures, and course development guidelines for the development of this Distance Learning course.

NOTE: the request must be approved by B and C and, when appropriate, by D.

A. Faculty Members	Signature	Date

I have reviewed the information contained in this form and all documentation to support the development of this Distance Learning course and certify that the task force/program has approved it.

B. Departmental Chair	Signature	Date

C. Instructional Dean	Signature	Date

This course meets appropriate ACC, THECB, and SACS procedures and guidelines

NOTE: D is required for entire degree or certificate program development:

D. Academic OR Workforce VP	Signature	Date

E. Director, Distance Learning	Signature	Date

Return completed form to the Distance Learning Office, Pinnacle Campus.

Copies of the completed forms will be sent to the faculty initiator(s) and the Departmental Chair.

Once the course is ready to be added to the Schedule, complete a Request for Adding a Section of a DL Course to the Schedule Form: <http://dl.austincc.edu/forms/SectionRequest.pdf>

For additional information on how new and existing Distance Learning courses are added to the schedule, please check the following webpage: <http://dl.austincc.edu/faculty/AddingSections.html>.