

ADMINISTRATIVE PROCEDURES

Title: DEVELOPMENT AND IMPLEMENTATION OF eLEARNING COURSE OFFERINGS	Identification: 4.04
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	Effective Date: 7/10/01
Authority: SBE 6A-14.0262 FS 240.319 HCC Rule 6HX-10-3.003; 6HX-10-3.016	Signature/Approval: Gwendolyn W. Stephenson

PURPOSE

This administrative procedure establishes guidelines for the development and implementation of eLearning course offerings.

PROCEDURE

The following guidelines apply to the implementation of courses in which more than 50 percent of the instruction occurs while students are not in the presence of an instructor regardless of the delivery method.

1. IDENTIFY A NEED

Prior to developing new eLearning course offerings, the need for such offerings must be established. Needs assessments may be determined through the identification of new student populations, the requirement for subject matter of obvious relevancy, the necessity to complete degree programs, or the findings of surveys or other evaluations, or through other demonstrable evidence that clearly supports the development of new offerings.

2. SECURE CLUSTER SUPPORT

Securing cluster support affirms the need for offering a course as eLearning. The appropriate cluster will evaluate and approve the proposed eLearning course. Faculty members must be prepared to respond to cluster questions and concerns regarding the eLearning course.

3. eLEARNING COURSE DEVELOPMENT PROPOSAL

A. Upon notification of cluster approval, the faculty member will prepare the eLearning Course Development Proposal. The faculty member will meet with the eCampus staff on the following:

- (1) To ascertain types of support that will be needed to construct and to deliver the proposed course;
- (2) To develop a reasonable timeline for course development completion; and

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- (3) To determine an estimate of costs for any additional computers, equipment, materials, and supplies.
- B. The proposal must be completely prepared prior to course approval and implementation. The proposal must include the following:
- (1) A needs assessment that includes a description as to why the course should be offered through distance learning, the needs and skills of students who will be served by the course, and whether materials are available commercially.
 - (2) The course objectives and what instructional methods will be used to meet the objectives.
 - (3) A description of the evaluations and assignments used in the course.
 - (4) A sample syllabus for the course, which clearly states a grading policy, contains instructor contact information, course objectives, course prerequisites, a communication policy (recommended), and a sample of the course activities.
 - (5) A description of all required resources to implement the course.
- C. Upon completion of the course development proposal, it must be submitted to the Vice President of Education and Student Development. Faculty members **will not** receive compensation for the development of eLearning courses without the prior approval of the Vice President of Education and Student Development.

3. COURSE DEVELOPMENT AND IMPLEMENTATION PROCESS

- A. Following approval of the course development proposal, the faculty member will meet with the eCampus staff to design a system that will enable students to meet course objectives.
- B. Members of the eCampus staff will train faculty in using the delivery systems that will be utilized to meet course objectives.
- C. Once the delivery system has been developed, the course must be validated or beta-tested before it can be deployed as a Distance Learning course.
- D. In cases where a faculty member is adopting a publisher created eLearning course, the faculty member will evaluate the materials for effectiveness in satisfying the course objectives.
- E. The faculty member will determine if the publisher materials have been piloted and evaluated for effectiveness at other institutions. If they have not been

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piloted, the course must be beta-tested before it can be deployed as an eLearning Course.

4. **EVALUATION**

All eLearning courses approved for delivery will be subject to institutional evaluation.

5. **SCHEDULE LISTING**

The eCampus must be notified of any plans to offer eLearning courses in the Credit Schedule.

History: Formerly 3.513