

REVISION

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98-7

Approval Process for Courses Using a Distance Education Mode of Delivery  
For Meet and Discuss April 15, 1998

Distance education is defined in the CBA under Article 42 Section A 1. Given the recent development of these technologies and the likelihood of the availability of new technologies, it is necessary to define an efficient and effective approval process that will uphold the standards listed in the CBA.

The amount of distance education technology used for instruction varies from course to course. One faculty member, for example, might post supplemental material on the Internet or cite resources that are available to the students at their option, while another might use the Internet to interact with students instead of meeting with them in the classroom for one or two sessions. In view of the various degrees of use of alternative teaching methods, the committee has determined that when more than one-third of classroom hours are conducted via distance education technologies, the course must be approved as a distance education course, even though it is an established IUP course. If distance education technologies are used for less than one-third of classroom hours, a report to the department chair and the dean is sufficient. Furthermore, when distance education technologies are used for more than one-third of the required courses in a graduate program, a program revision proposal must be approved through the graduate peer review process!

Process

1. A faculty member prepares a proposal to change an existing course to one that uses distance education technologies for more than one-third of teaching contact hours. The Instructional Design Center shall be informed if support services will be needed from the Center. Also, monetary and/or staff support needed by the faculty member shall be included in the proposal, which is to be approved by the department chair and the dean.
  
2. As the adaptation of the course nears completion, the faculty member presents the syllabus, examples of uses of distance education technologies, etc. to his/her academic department for approval. The department shall conduct a complete review, using as a guide for its approval, the criteria listed under Article 42 Section B 2.
  - a) a qualified instructor;
  - b) use of suitable technology as a substitute for the traditional classroom;
  - c) suitable opportunity for interaction between instructor and student;
  - d) suitable evaluation of student achievement by the instructor; and integrity of the evaluation methods used.





**If approved by the department, the course may be listed on the schedule and notification shall be reported to local Meet and Discuss, the Instructional Design Center and the Graduate Committee through the Dean of the Graduate School and Research as an information item.**

- 3. Section F of the CBA requires the faculty member to submit, each semester, a written evaluation of his/her experiences in the distance education course, which includes suggestions for improvement. This evaluation shall be shared with the chairperson, department, and appropriate dean/ management supervisor and shall serve as a basis for moderate revisions.**

**New course**

**A new course proposal shall include steps 1 and 2 of the above process before the proposal is submitted to the college curriculum committee. If desired, the proposed course could be offered as a special topics course after step 2 has been completed while the full proposal process is underway.**

**Revised: April 6, 1998**