Online and Hybrid Course Proposal

To be completed by Faculty Member:

Today’s Date:__________________________
Faculty Name: ________________________________
Telephone: ________________________________
E-mail: ________________________________
Division: ________________________________
Course Title and Number: ________________________________
Is this course a new course or existing course?: __________
Is this course fully online or hybrid?: ________________________________
Proposed Semester/Year Delivery Date: ________________________________
Faculty Signature: ________________________________

To be completed by Division Dean:

All of the following conditions must be met.

☐ The Shasta College Curriculum Committee has approved this course.
☐ The Curriculum Committee has approved this course for online/hybrid Distance Education delivery.
☐ The faculty member has successfully completed online pedagogy training at Shasta College or another approved institution.
☐ The faculty member has successfully completed Learning Management System (LMS) training at Shasta College or another approved institution.
☐ The faculty member has been assigned a Peer Reviewer for Course Development.

Peer Reviewer: ________________________________
Dean Approval: ________________________________ Date: ________________________________

cc: Faculty Member
    Division Dean
    Dean, Extended Education
Procedure for Developing Online and Hybrid Courses

1. Submit written proposal to develop online or hybrid course. Use required Shasta College Online and Hybrid Course Proposal form.

2. Instructor is required to successfully complete Online Pedagogy and Learning Management System (LMS) training courses. Courses taken at other institutions are subject to approval by the Division Dean. This training must occur prior to creation of the development shell within the LMS.

3. Division Dean assigns a Peer Reviewer to the instructor.

4. Three months prior to the scheduled start date of the course, the instructor must have posted two weeks of course content. This should include a digital version of the syllabus/first-day handouts, a complete course calendar, any online lectures, and quizzes or other assignments. It should give the Peer Reviewer a sense of how the content will appear and be delivered. The Peer Reviewer will not be advising on the content itself.

5. One month prior to course start date, the content for the course should be developed and a majority of it posted within the shell. The instructor and the Division Dean will discuss the readiness of the course. The instructor troubleshoots the course for problems, and consults with the Peer Reviewer and/or Computer Applications Trainer as needed.

Proposed 12/08
Approved by DEC: 12/08
Approved by Deans Council: 1/08/09
Amended and approved by Academic Senate: 2/09/09