

## Distance Learning Course Development Approval Form For Credit Courses

Note: This form must be completed and submitted to the Richland College Dean of Distance Learning **THREE months prior to the development of the online, online partial, and online/classroom course.** Only **ONE** course can be developed per semester.

The Distance Learning Course approval process is designed to ensure Online, Online Partial, and Online/Classroom courses adhere to Richland College's Course Design Checklist.

**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.

**Purpose** (Please check one)

Develop a new online or Online Partial course.

Develop an Online/Classroom with scheduled on-campus sessions and online instruction.

Other

### General Information

1. Requested by:

Name:

Telephone Extension:

Title

DCCCD Email

Department

2. Course Information:

Rubric/Number

Course Title

3. Justification for offering online/campus-based online course:

4. Scheduling Information (Anticipated First Time Offering)

Semester:                      Year:

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

Textbook	Title/ISBN  Cartridge?
Study Guide	Title/ISBN  Cartridge?

Faculty Manual	Title/ISBN  Cartridge?
Video	Series Title/Produced by  # of programs  Will these be streamed?
Course Software	Product Name/Manufacturer
Library Reserve	
Other Material	
Learning Objectives to be Covered	

Types of Student Among Student Interaction to be Developed	
Other Learning Activities to Develop	

## Administrative

1. Is this a special topic course? If so, what is the topic?

Yes     No

2. Do you understand **if** Richland College remunerates you for development of a distance learning course, the distance learning course becomes property of Richland College? (The instructor does hold the right to take the course he/she developed and use it in other capacities besides teaching at Richland).

Yes     No

3. Do you request remuneration for the development of this course?

Yes     No

3. I have signed the Disclosure Statement for Distance Learning Course Development form?

Yes     No

I understand:

- Based on SACS requirements, faculty teaching distance learning courses are required to have appropriate Distance Learning delivery skills and prior to developing this course I must have acquired Distance Learning Course skills through:
  - The LeCroy Center (eCampus I/II with assessment by the Coordinator of Distance Learning and Completing Level 4 RLC ThunderBolt training)
  - Level 1-4 ThunderBolt Training
- Based on SACS guidelines, Richland College requires instructors teaching online, online partial, or online/classroom course(s) to be peer verified by a ThunderBolt member.
- This course development project must be based on the Richland College Online Course Design Checklist.
- I must sign a Disclosure Statement.

For instructors who request compensation for development of a distance learning course:

- Reads, understands, and signs the RLC DL Disclosure Statement
- Understands SACS definition of distance learning:  
“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.”
- Completes and attaches the Distance Learning Course Approval Form

**I agree to the above requirements for developing a distance learning course for online delivery.**

Instructor Signature

Date

Academic Dean Signature

Date

Dean of Distance Learning Signature

Date