



## 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 (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance education course may use the internet; one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or video cassettes, DVDs, and CDROMs if used as part of the distance learning course or program.

### 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 & 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 \_\_\_\_\_  
Email \_\_\_\_\_ Telephone \_\_\_\_\_

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/>.)

- Online / Web-Based (ONL)
- 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 _____<br>ISBN _____ Blackboard Web Cartridge? <input type="checkbox"/> Y <input type="checkbox"/> N<br>Other _____  |
| Study Guide      | Title _____ Edition _____<br>ISBN _____ Blackboard Web Cartridge? <input type="checkbox"/> Y <input type="checkbox"/> N<br>Other _____  |
| Faculty Manual   | Title _____ Edition _____<br>ISBN _____ Blackboard Web Cartridge? <input type="checkbox"/> Y <input type="checkbox"/> N<br>Other _____  |
| Video            | Series Title _____ # of Programs _____<br>Produced by <input type="checkbox"/> ACC <input type="checkbox"/> Vendor Will these programs be streamed? <input type="checkbox"/> Y <input type="checkbox"/> N |
| Course Software  | Product Name _____<br>Manufacturer _____  |
| Library Reserves | <input type="checkbox"/> Y <input type="checkbox"/> N <i>If yes, contact the Library Reserves Coordinator.</i>  |
| Other Materials  |   |

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

| Issue   | URL   |
|---|---|
| Fair use criteria of copyrighted materials  | <a href="http://irt.austincc.edu/copyright/overview/fairuse.php">http://irt.austincc.edu/copyright/overview/fairuse.php</a>   |
| Copyright ownership of materials produced while employed at ACC                   | <a href="http://irt.austincc.edu/copyright/acc/ownership.php">http://irt.austincc.edu/copyright/acc/ownership.php</a>   |
| THECB DL Principles of Good Practice  | <a href="http://www.thecb.state.tx.us/reports/pdf/0206.pdf">http://www.thecb.state.tx.us/reports/pdf/0206.pdf</a>   |
| SREB DL Principles of Good Practice   | <a href="http://www.ecinitiatives.org/publications/principles.asp">http://www.ecinitiatives.org/publications/principles.asp</a>   |
| SACS Distance & Correspondence Education Policy Statement                         | <a href="http://www.sacscoc.org/pdf/081705/distance%20education.pdf">http://www.sacscoc.org/pdf/081705/distance%20education.pdf</a>   |
| SACS Distance Education & the Principles of Accreditation: Documenting Compliance | <a href="http://www.sacscoc.org/pdf/081705/Distance%20Education%20and%20the%20Principles%20of%20Accreditation.pdf">http://www.sacscoc.org/pdf/081705/Distance%20Education%20and%20the%20Principles%20of%20Accreditation.pdf</a> |
| ACC Academic Testing Guidelines   | <a href="http://www.austincc.edu/testctr">http://www.austincc.edu/testctr</a>   |
| ACC Faculty Workload Administrative Rule (AR# 4.03.004, Section 5)                | <a href="http://www.austincc.edu/admrule/4.03.004.htm">http://www.austincc.edu/admrule/4.03.004.htm</a>   |
| ACC Distance Learning Best Practices (AR# 4.01.001)                               | <a href="http://www.austincc.edu/admrule/4.01.001.htm">http://www.austincc.edu/admrule/4.01.001.htm</a>   |
| Faculty Handbook  | <a href="http://www.austincc.edu/hr/FacultyHandbook/">http://www.austincc.edu/hr/FacultyHandbook/</a>   |

**Part IV – Administrative Issues**

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

|   |   |
|---|---|
| Name: _____ Campus: _____<br>Email: _____<br>Phone: _____ Fax: _____<br><input type="checkbox"/> Full-Time <input type="checkbox"/> Adjunct | Name: _____ Campus: _____<br>Email: _____<br>Phone: _____ Fax: _____<br><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 *If yes, the course Section Limit will be \_\_\_\_\_.*  
 No *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. Distance Learning courses require faculty to complete, sign, and attach a Copyright Ownership Agreement form.  
<http://irt.austincc.edu/copyright/resources/ownerforms.php>
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.**

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|--------------------|-----------|------|
| 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.*

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|                     |           |      |
|---------------------|-----------|------|
| B. Department Chair | Signature | Date |
|---------------------|-----------|------|

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|                       |           |      |
|-----------------------|-----------|------|
| 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:**

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|-----------------------------|-----------|------|
| D. Academic OR Workforce VP | Signature | Date |
|-----------------------------|-----------|------|

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|----------------------------------|-----------|------|
| E. Director of Distance Learning | Signature | Date |
|----------------------------------|-----------|------|

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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 refer to the following webpage: <http://dl.austincc.edu/faculty/AddingSections.php>