

Virtual Coastal Bend College (vCBC) Course Approval Form

This document will be used by vCBC Faculty when submitting courses for online delivery.

Compliance with this document demonstrates adherence to: 1. THECB Guide for Incorporating the Principles of Good Practice into Electronically-Based Courses, 2. Requirements of the THECB Institutional Report on Distance Education and Off-Campus Instruction, 3. The SACS Distance Education Policy Statement, and 4. The SACS Best Practices for Electronically Offered Degree and Certificate Programs.

The document is an adaptation of the THECB Guide for Incorporating the Principles of Good Practice into Electronically-Based Courses, CSU-Chico Rubric for Online Instruction, and the Western Cooperative for Educational Telecommunications (WCET), a program of the Western Interstate Commission for Higher Education (WICHE) standards.

Course Information

Course Number and Title (ex. BIOL 1408 Principles of Biology I):

Name and title of Instructional Faculty who developed the course:

Phone number and email of principle contact person:

This is a _____ non-credit/ _____ credit course.

Prerequisite(s) and/or required academic skills/background of students:

Number of students recommended per section:

Brief course description:

Technical Notes

Course Management Platform (ex. Blackboard, publisher's web site (Pearson labs), other: (MyMathLab, Hawkes, Connect4Education, etc...)

Indicate which one:

Students will use a variety of browsers and hardware. Have you tested your course on a combination of browser versions and hardware platforms? (For example, Mozilla Firefox, Internet Explorer, Netscape, Safari web browsers and older versions of Windows platforms, Macintosh computers). Please provide details.

Does the course meet the guidelines of the American with Disabilities Act and specifically the Rehabilitation Act Amendments in Section 508. For information on the guidelines, see <http://www.access-board.gov/508.htm>.

_____ Yes _____ No

Course Copyright and Permission

It is the responsibility of the instructor and his/her colleagues to ensure that all copyright provisions are met and that permission has been obtained as appropriate.

Have you confirmed that the inclusion of all course materials in the course not developed by the copyright holder meet “fair use” guidelines, or that you are otherwise exempt from liability from infringement, or you have received appropriate permissions from all copyright holders?

Information of copyright laws relating to the use of intellectual materials is available through the UT TeleCampus at <http://www.utsystem.edu/ogc/IntellectualProperty/cprtindx.htm>

In any case where the institution and/or course author(s) contribute copyrightable expression, the institution and/or course author(s) warrant that they are the only owner(s) of the course and have full power and authority to make this agreement; and that the course does not infringe any copyright, violate any property rights, or contain any scandalous, libelous or unlawful matter.

Name(s) of copyright holders:

Have you confirmed that the course materials and any course materials not developed by the copyright holder are “fair use” or that you are otherwise exempt from liability from infringement?

_____ Yes _____ No _____ In Process

If not, have you acquired permission to use or link to the materials?

_____ Yes _____ No _____ In Process

Additional Information/Comments as appropriate:

Curriculum and Instruction

1. Courses offered electronically are offered on the campus of the institution where the programs or courses originate.
 - a. Is this course part of the institution’s course inventory?
____ Yes ____ No
 - b. Did this course obtain approval through the regular approval process used for all courses?
____ Yes ____ No
2. Academic standards for all programs or courses offered electronically will be the same as those for programs or courses delivered by other means at the institution where the program or course originates.

- a. The course provides students with clear, complete, and timely information on course goals.
___ Yes ___ No
- b. The course specifies necessary technology competence and skills.
___ Yes ___ No
- c. The course meets the institutional standards for content, competencies, etc. as other courses.
___ Yes ___ No
- d. Student learning online is comparable to student learning offered at the campus where the program or course originates.
___ Yes ___ No

Learner Support and Resources

- 1. The course results in learning outcomes appropriate to the rigor and breadth of the degree or certificate awarded. ___ Yes ___ No
Degree or certificate (if applicable) _____
- 2. The course is coherent and complete for electronic/online delivery
___ Yes ___ No
- 3. Course contains information for online learner support or links to campus resources.
___ Yes ___ No
- 4. Course Syllabus provides all CBC required components and
 - a. Course completion requirements
___ Yes ___ No
 - b. Required text including purchase information
___ Yes ___ No
 - c. Estimated time needed to complete course requirements
___ Yes ___ No
 - d. Expectations of student participation, honesty, etc.
___ Yes ___ No
 - e. Expectations of instructor availability
___ Yes ___ No
 - f. Expectations for feedback/grades regarding assignments, exams, discussion postings, etc.
___ Yes ___ No
 - g. Plagiarism Statement
___ Yes ___ No
- 5. Course offers access to resources relevant to course content, including, but not limited to:
 - a. Identification of tools used in the online environment and explanation of the expected use of these tools
___ Yes ___ No
 - b. Links to appropriate library and other learning resources relevant to course content
___ Yes ___ No
 - c. Glossary of terms or links to definitions of new vocabulary
___ Yes ___ No

Online Organization and Instructional Design

- 1. Course is well organized and navigable
 - a. Syllabus is easily located
___ Yes ___ No
 - b. Links to other parts of the course or external sources are accurate and up-to-date
___ Yes ___ No

- c. Instructional materials required are easily located
 Yes No
 - d. Numbers identify sequenced steps; bulleted-listed items are prioritized or sequential
 Yes No
 - e. Course content is organized in logical format on the course page(s)
 Yes No
 - f. Topics are clearly identified and subtopics are related to topics
 Yes No
 - g. Topics are annotated with dates
 Yes No
 - h. Course outline is summarized in one place and available in printer-friendly format for student convenience
 Yes No
 - i. Organization and sequencing of the course is logical and clear
 Yes No
2. Course layout is visually and functionally consistent
- a. Typeface/Font is easy to read
 Yes No
 - b. Sufficient contrast between text and background makes information easy to read
 Yes No
 - c. Appropriate images supporting course content add visual interest
 Yes No
 - d. Design keeps course pages to a comfortable length with white space
 Yes No
 - e. Spelling and grammar are consistent and accurate
 Yes No
 - f. Language of instructions is friendly and supportive
 Yes No
3. The course is consistent with ADA regulations
- a. Universal accessibility concerns are addressed throughout the course, including transcripts of any non-text objects
 Yes No
 - b. Images are optimized for speedy display
 Yes No
 - c. Alternate formats of materials are provided when possible (i.e., printable format of extensive reading materials, CD of audio/video clips used in course, etc.)
 Yes No
 - d. Use of color adds interest, but does not disadvantage those with color blindness
 Yes No
4. The course provides for appropriate interaction between faculty and students and among students.
- a. Interaction with and among students is achieved through (check all that apply):
 - 1. Asynchronous discussion
 - 2. Synchronous chat
 - 3. Team projects
 - 4. Individual email
 - 5. Group email
 - 6. Audio conference
 - 7. Teleconference/Interactive Video (ITV)
 - 8. Student posting of projects/assignments for review by faculty/other students

9. Other
- b. Feedback for students on assignments and questions will be provided in a timely manner and guidelines for feedback are defined or outlined in the syllabus or course menu.
 Yes No
 Additional information as appropriate:
- c. When teaching the course, the faculty member(s) will be available to support and communicate with the students and oversee student projects and evaluation.
 Yes No
- d. Students have the opportunity to interact with each other and with faculty and administrators outside of class to build a learning community. If yes, explain.
 Yes No

Assessment and Evaluation of Student Learning

1. Learning outcomes and instructional/assessment activities are closely aligned and measure content knowledge, attitudes, and skills. This is achieved through (check all that apply):
- a. Discussions
 - b. Compare and contrast exercises
 - c. Case studies
 - d. Peer feedback
 - e. Collaborative exercises
 - f. Reading assignments
 - g. Personal interview reports
 - h. Study guides/study questions
 - i. Portfolios (building one activity upon another) to share/peer review
2. Students are provided varied opportunities for assessment and/or peer feedback.
- a. Criteria used to evaluate participation in online discussion groups is stated/provided
 Yes No
 - b. Study questions are appropriate for material on exams
 Yes No
 - c. Quantity and scope of graded assignments is reasonable and appropriate for expected outcomes
 Yes No
 - d. Assessments are aligned with expected outcomes
 Yes No
 - e. Students are not assessed solely on tests/quizzes, but are provided ample opportunity to demonstrate proficiency in different ways
 Yes No
 - f. Self-tests are similar to evaluation instruments
 Yes No
 - g. Students pose discussion questions, respond to others' discussion topics, and respond to others' comments on their own postings
 Yes No
 - h. Clear guidelines for peer review are provided where applicable
 Yes No
 - i. Students are provided opportunities for peer review
 Yes No

- j. Students apply rubric(s) to their own work and describe/defend their scores when/where applicable
___ Yes ___ No

Teaching with Technology

1. Course uses technology tools to facilitate communication and learning and to accommodate various learning styles. (check all that apply)
 - a. ___ Asynchronous discussion
 - b. ___ Synchronous discussion/Live chat
 - c. ___ Email
 - d. ___ Teleconference/Interactive Television
 - e. ___ Other
2. Use of multimedia elements is considerate of potential user limitations due to computer capacity and connection speed.
 - a. Audio:
 1. number of segments: _____
 2. length of longest segment: _____
 3. method of delivery (check all that apply):
 1. ___ streaming via Real Player
 2. ___ Quicktime
 3. ___ Windows Media Player
 4. ___ CD Rom
 5. ___ other
 - b. Transcript of audio is included ___ Yes ___ No
Additional information as appropriate:
 - c. Video:
 1. number of segments: _____
 2. length of longest segment: _____
 3. method of delivery (check all that apply):
 1. ___ streaming via Real Player
 2. ___ Quicktime
 3. ___ Windows Media Player
 4. ___ CD Rom/DVD
 5. ___ other
 - d. Transcript of video is included ___ Yes ___ No
Additional information as appropriate:
3. Use of multimedia elements and supplemental web sites is appropriate for student engagement, various learning styles, and achievement of learning outcomes. (check all that apply)
 - a. ___ Flash animations
 - b. ___ Tutorials with screen captures and voice recordings
 - c. ___ Audio clips
 - d. ___ Graphics
 - e. ___ Video clips
 - f. ___ PowerPoint Presentations
 - g. ___ CD or DVD supplemental materials
 - h. ___ other learning objects, simulations, or interactivities

Additional information as appropriate:

Use of Student Feedback

1. Students will be given an opportunity to evaluate this online course.
 Yes No
Explain:
2. Student achievement in the course will be assessed.
 Yes No
Explain:
3. The effectiveness of the course will be evaluated by students at regular intervals.
 Yes No
Explain:
4. You will use the results of assessment to make necessary revisions of this course at regular intervals.
 Yes No
Explain:

Institutional Context and Commitment

Note: You may need to consult with appropriate staff to affirm some of the following items.

1. The course and associated technology requirements are consistent with institutional technology policies.
 Yes No
2. Course announcements and catalog entries provide appropriate information about the course and services associated with the course.
 Yes No
3. Enrolled students have reasonable and adequate access to the range of student services and student rights appropriate to support their learning.
 - a. Financial Aid Yes No
 - b. Library Resources Yes No
 - c. Counseling Yes No
 - d. Advising Yes No
 - e. Special Student Services Yes No
 - f. Career Services Yes No
 - g. Technical Support Yes No
4. The institution has admission/acceptance criteria in place to assess the extent to which a student has the background, knowledge and technical skills required to undertake the program or course. This includes, if appropriate, prerequisite technical and/or content background.
 Yes No
5. The institution provides course developers support services specifically related to teaching via an electronic or distance format.
 Yes No

6. The institution provides training for course developers who teach via the use of technology.
 What training have you received? (check all that apply)
- a. General technology skills workshops
 - b. Web-course development and delivery workshops
 - c. Other training
7. The institution provides support for course developers as they revise the course.
 Yes No
8. The institution provides adequate equipment, software, and communications access to you and your co-developers to support the interaction with students, other faculty, and other institutions or services.
 Yes No
9. Will this course be part of or in addition to your assignment at the institution?
 Yes No

Faculty and Institutional Commitment/Approval

This signature page must be completed and returned along with the answers to the self-study. It should be completed and signed by the instructional faculty/course developer, the appropriate Division Chair and/or designee, and the Department of Distance Education.

Faculty Commitment

The answers to the questions in this self-study are accurate and truthful. All efforts have been made to ensure that copyright permissions have been obtained. All efforts have been made to comply with institutional policies regarding technology and other learning resources.

Signature: _____ Date: _____
 Printed Name: _____

Program/Departmental Approval

The answers to the questions in the self-study are consistent with Program Division/departmental policy and procedure.

Signature: _____ Date: _____
 Printed Name: _____

Institutional Commitment

The answers to the questions in the self-study are consistent with Distance Learning and College policy and procedure.

Signature: _____ Printed Name: _____
 Title: _____ Date: _____

Completed self-study will be housed in the department of Distance Learning and used as part of the Institutional Plan for Distance Learning activities as required by state law and coordinated through the Department of Distance Learning of CBC.