

Course: _____
Developer: _____
Quarter: _____

CAS DISTANCE LEARNING APPROVAL PROCEDURES & DETAILED CHECKLIST

NeLSC COPY (Version 8/13/08)

NOTE: Faculty actions shown in **green**; dean actions shown in **blue**; NeLSC actions in **red**; CAS Committee & CAS DL Subcommittee actions in **purple**

STEP 1 -- CAS Preliminary Plan Form #1 procedure which must be completed before a new DL course is added by the division to the printed quarterly schedule):

- 1) **Faculty member meets with Carol** to be oriented to CAS process including an understanding of (a) CAS- and IC-endorsed standards for online course design and online pedagogy, (b) specific deadlines for CAS review, (c) likely technologies to be learned, and (d) necessary scheduling of course design and instructional preparation through NeLSC and TLC.
 - a) **Carol provides faculty member** with a copy of Form #1 (CAS Preliminary Review Form) and the shorter faculty version of this checklist (which should remain with the forms as the course is stepped through the entire review process).
- 2) **Faculty member plans out course development and design, then completes Preliminary Plan Form #1** (including deadline dates from CAS DL website) **& signs it.**
- 3) **Dean reviews and, if supportive, signs Form #1** (approving development of course within timeline proposed and agreeing to pull the course from the schedule if course is not developed and endorsed by the deadline).
- 4) **Faculty (or division staff) delivers original paper copy and an electronic copy of Form #1 plus Master Course Outline (MCO) to Carol.**
- 5) **Carol checks Form #1** for completion and plan's efficacy and adherence to guidelines.
 - a) If appropriately complete, **Carol updates the NeLSC and faculty checklists and then gives original copies of Form #1 & MCO to Terre.** Otherwise, Carol notifies instructor and dean of missing information which must be provided, and faculty member returns to action #2 again.

Course: _____
Developer: _____
Quarter: _____

- b) **Terre puts original Form #1 and MCO in Ellie's mailbox** and notifies Ellie of need for CAS DL Subcommittee review and approval.
 - c) **Terre puts electronic version of Form #1 and MCO onto M Drive** and notifies Tom
 - d) **Tom or Carol uploads electronic copy of Form #1 and MCO** to webshares/elearning and links them appropriately to the "approval in process" web page on the CAS DL website. (The link to Form #1 is labeled as "submitted" at this point.)
- 6) **Ellie and DL Subcommittee review the preliminary plan.**
- 7) **If CAS DL Subcommittee approves plan, Chair of Subcommittee (Ellie) signs Form #1.**
- a) **Ellie returns signed Form #1 and MCO to NeLSC.** Otherwise, unsigned form is returned to NeLSC along with subcommittee's feedback. In latter case, faculty member returns to action #2.
 - b) **Terre brings form to Tom** for his signature.
 - c) **Tom reviews and signs Form #1** and notifies Carol.
 - d) **Terre files signed original Form #1 and MCO** into "**Pending Form #1 – NeLSC original – Not yet presented at CAS**" section of NeLSC's "pending CAS forms" binder.
 - e) **Tom or Carol re-labels link to Form #1 as "endorsed"** on the CAS DL "approval in process" web page.
 - f) **Tom or Carol notifies CAS Chair** that CAS DL Subcommittee has endorsed preliminary plan and he/she requests time on the agenda of the next CAS meeting to report on this. Tom or Carol also notifies CAS Chair that the electronic version is available on the CAS DL website.
- 8) **NeLSC (Tom or Carol) attends CAS meeting to report that the course has been approved for development by the CAS DL subcommittee.** Tom or Carol brings all forms in "**Pending Form #1 – NeLSC original – Not yet presented at CAS**" section of the "Pending CAS Forms" binder to the CAS meeting in case they are needed to answer questions. (But these forms remain with NeLSC.)
- 9) **NeLSC notifies faculty member and dean** that plan has completed the CAS DL approval process and course development can proceed according to the agreed timeline (such that final review by full

Course: _____
Developer: _____
Quarter: _____

CAS committee will take place 6 - 8 weeks before quarter begins).

- a) **Tom or Carol notifies Terre** who then files Form #1 in “**Form #1 – NeLSC Original -- Already presented to CAS**” section of CAS binder. CAS does not keep a copy of Form #1; it stays with NeLSC. This original form remains in the “Pending CAS Forms” binder until the course completes all three steps of the review process.

STEP 2 -- CAS Final Review Form #2 procedure for which the first 9 actions must occur by Form #2 deadline which is 8 weeks prior to the start of the quarter in which course is to be taught:

- 1) **Faculty developer completes pedagogical and technological training in NeLSC and TLC.**
- 2) **Faculty developer completes course website design including first 3 weeks of content.**
- 3) **Faculty developer completes & signs Form #2 which includes a link to the course website** (providing the URL and password for CAS members to access the course website).
- 4) **Dean reviews course and, if supportive, signs the original paper copy of Form #2** (showing dean endorsement).
- 5) **Faculty developer sends electronic version** of Form #2 to Carol.
- 6) **Carol checks for appropriate completion** of all information on Form #2. If incomplete, Carol contacts faculty member to notify him/her of missing information.
- 7) **Tom and Carol check course website infrastructure, course content and assessment features, and overall quality of course design to ensure it meets standards.**
 - a) If electronic Form #2 and course website meet the above criteria, **Tom or Carol notifies faculty member and dean that the form can be routed for additional signatures (see below).** Otherwise, faculty developer is notified of necessary revisions and starts at action #1 again.
 - b) **Tom or Carol uploads electronic copy of Form #2 to webshares/elearning and links to it from the “approval in process” web page of the CAS DL website.**

Course: _____
Developer: _____
Quarter: _____

- c) **Via email, Tom or Carol notifies the other support unit directors** (who will need to sign form) that the hard copy will be coming around for their signatures. In the same email, Tom or Carol points these support unit directors to the CAS DL website in order to preview the electronic copy of Form #2 and MCO (Master Course Outline).
- d) **Tom or Carol points these support unit directors to the CAS DL website** in order to preview the electronic copy of Form #2 and MCO (Master Course Outline).
- 8) **Faculty developer or division staff rout paper original of Form #2 attached to copy of MOC** to support unit directors to get their signatures (in-person routing is best if possible).
- 9) **Faculty developer or division staff return original paper copy of Form #2 with MCO**, signed by all unit supporters (but not signed yet by Ellie, Tom & CAS Chair) to Terre.
- 10) **Terre checks** for presence of unit director signatures and dates.
- a) **If signed as needed, Terre passes copy to Tom or Carol.**
- b) **Tom and Carol give final review to course website and Form #2 and, if all is in order, Tom signs Form #2** and returns it to Terre.
- c) **Terre makes a copy of Form #2** for safe-keeping and places it in "**Pending Form #2 – NeLSC copy**" section of our "Pending CAS Forms" binder. At this point, Terre also takes paper copy of Form #1 and MCO from "**Form #1 – NeLSC original – Already presented at CAS**" section and attaches them to back of NeLSC copy of Form #2 so all three portions – Form #2 (NeLSC copy), Form #1 (NeLSC original) and MCO -- are together in "**Pending Form #2 – NeLSC copy**" section.
- d) **Terre puts original Form #2 (now signed by Tom) with MCO in Ellie's box** for CAS DL Subcommittee review and approval and notifies her by email.
- 11) **Ellie and DL Subcommittee review all aspects of course design and content.**
- 12) **If course meets CAS qualifications, Ellie signs and returns Form #2 to Terre.** Otherwise, faculty member and dean are notified that course has not yet received CAS DL Subcommittee endorsement, and faculty member returns to action #2 above.
- a) **Terre notifies Carol and Tom** that Form #2 is back and has been signed by Ellie.

Course: _____
Developer: _____
Quarter: _____

- b) **Terre makes another copy** of just the signature page of Form #2 that is now signed by Ellie as well and replaces the signature page in the **"Pending Form #2 – NeLSC copy"** section of the CAS binder.
- c) **Terre places the original, signed paper copy of Form #2 and MCO** in the **"Pending Form #2 – CAS copy"** section of the CAS binder.
- 13) **Tom notifies CAS that final review of course is completed** by CAS DL subcommittee and it is endorsed by the subcommittee and now can be examined by the full CAS Committee.
- 14) **Tom directs CAS members to the CAS DL website** for opportunity to review Form #2 and course website (accessed through Form #2) prior to the CAS meeting at which course is presented by Tom.
- 15) **CAS members examine the course websites** for the new online courses to be taught in the upcoming quarter (which is 6-8 weeks away – see deadline schedule).
- 16) **Tom or Carol will bring the original signed copies of Form #2 & MCO** to the CAS meeting at which final review is discussed at CAS.

STEP 3 -- CAS Meeting DL Course Presentation Procedure which must occur at least 6 weeks prior to the start of the quarter in which course is to be taught:

- 1) **Tom or Carol presents courses to CAS** (whose members have already had a chance to review the courses – see above).
- 2) **Unless objections are raised, CAS DL Subcommittee recommendations are approved.**
 - a) **Tom or Carol passes original signed copy of Form #2 and copy of MCO** to CAS Chair who will denote CAS approval by signing the form. CAS Chair then passes the original paperwork to the Vice President of Instruction for signature and filing.
- 3) **Tom notifies dean and faculty developer** of CAS endorsement or non-endorsement with suggested revisions.

Course: _____
Developer: _____
Quarter: _____

- 4) **If course needs serious revisions, dean pulls course from the schedule.**
- 5) If course needs minor revisions, **faculty developer follows a timeline** to complete these.
- 6) For courses that receive CAS approval, **Tom updates CAS DL website** (removing approved courses and course files from the “approval-in-process” web page).
 - a) **Tom updates CAS-approved course list and uploads new PDF copy to CAS DL website.**
 - b) **Terre transfers approved course forms** from “*Pending Form #2 – NeLSC copy*” of the “*Pending CAS Forms*” binder to the “*Approved CAS Forms*” CAS binder.