# Review Process for Fully Online or Blended Format Courses/Sections

# For New Online Teachers

As noted in the English Department Distributed Learning Course Policies, fully online and blended format sections of literature courses (200-400 level) may be offered subject to the review process outlined in Appendix A. The General Education classes (ENG 110, 111 and 170) and Senior Seminar (ENG 515) are excluded from being taught in either fully online or blended format.

Instructor Name/contact info:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Department Chair informed of interest in literature course to be offered fully online or blended.

* Course Number and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Quarter/Year (if available):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Fully online or blended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair Initials and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Contact Distributed Learning Literature Coordinator (DLLC)
   * + Instructor literacy with Blackboard and necessary programs verified

DLLC initials and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + - Skeleton BB course approved and guest course completed

DLLC initials and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Send DL Course Proposal to Technology Committee

* Technology Committee Recommendation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Technology Committee Chair Initials and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. DLLC or designated mentor, assigned as “guest” to observe class when offered

DLLC Initials and Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Survey for student feedback created and completed, results attached.

DLLC Initials and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Instructor complete and attach summary/evaluation of course creation and teaching process.

DLLC initials and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Submit both electronic and hard copy versions of this fully completed and signed form to Department Chair to keep on file.**