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

# For Veteran Online Teachers

Veteran instructors follow the process below whenever proposing to offer a course they have not previously taught in a DL format (a course number new to them in the proposed DL format); this includes courses previously taught in a different DL format (for example, when revising a course from fully-online to blended format or vice versa).

1. Draft syllabus for:

Course number and title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fully online (O) or Blended (B) format\_\_\_\_\_\_\_\_\_

Taught before in different format?\_\_\_\_\_\_\_\_\_\_\_

1. Reviewed by DLLC:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DLLC initials and date

DLLC recommendation to Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Submit proposal and this completed formto Technology Committee.
2. Submit both electronic and hard copy versions of this fully completed and signed form to Department Chair.