

CONSIDERATIONS FOR DEVELOPING

ONLINE CLASSES (Revised October 2008)

What is an online class at Paradise Valley Community College? An on-line class means all course requirements, everything to complete the class, must be online (such as tests and content material). We use BlackBoard as our Learning Management System.

Online classes require extensive infrastructure support as well as special skills and training for faculty who develop these classes. In addition, PVCC has limited staff support for the development, implementation and maintenance of the online courses. The "student help" area also has limited staff support.

A faculty member who wishes to create an online class should be able to answer the following questions.

1. Is the proposed online course from high FTSE, general education, and/or courses required for a degree or certificate?
2. Do you have the skills to use the BlackBoard technology for course creation and facilitation or how long it will take to gain those skills?
3. Does your online course meet and exceed the standards of the "Quality Matters" grant designed to ensure online course quality? The self scoring rubric is located at <http://www.esac.org/fdi/rubric/finalsurvey/demorubric.asp> Each online course developer is required to use this demo in constructing his or her course.

Process for Developing and Delivering An Online Class

After reading the "Considerations for Developing Online Classes," faculty interested in developing online classes should complete the following steps:

1. Faculty member meets with Division Chair to review the possibility of developing an online class, specifically relating it to the division's goals and PVCC's focus and priorities, and considerations for developing an online class.
2. After consulting with the Chair, the faculty member meets with Online Area Coordinator to:
 - a. review "Considerations for Developing an Online Class,"
 - b. answer questions about developing online classes,
 - c. discuss expectations,
 - d. review responsibilities of online faculty for course development and maintenance,
 - e. review application process, and
 - f. create time lines

The Online Area Coordinator Jim Patterson may suggest that the faculty member consult with PVCC's Instructional Technologist team regarding technology/instructional resources needed to support a class in the choices@pvc program.

3. Faculty member completes the Request for Approval to Create an Online Course form. The faculty member will meet with Online Area Coordinator Jim Patterson to finalize the request form.
4. After the request form has been finalized, the faculty member will submit **10 copies** to Online Area Coordinator Jim Patterson for distribution. Please do not ask me to make copies for you. And please only use the current form.
5. Once the request has been submitted to the Online Area Coordinator, the process will continue as follows:
 - a. The application will be reviewed by the Online Area Coordinator Jim Patterson and the Choices Coordinating Team. Their comments will be noted on the proposal before the proposal is forwarded to the Vice President of Academic Affairs.
 - b. The Vice President of Academic Affairs will review the request package with the Online Area Coordinator and the Dean of Academic Affairs and may contact the faculty member for additional input.
 - c. The Vice President of Academic Affairs or designee will notify the Online Area Coordinator and the faculty member of his/her decision.
 - e. The Online Area Coordinator will notify the the Choices Coordinating Team of the Vice President of Academic Affairs decision.

6. If the course is approved, the Dean of Academic Affairs will meet with faculty member to finalize class schedule details.

As agreed upon by the Online Learning Committee with Division Chair input, 11/2006:

Online Instruction Basic Guidelines For Faculty

- The instructor needs to be computer literate as related to online instruction.
- The instructor will need a PVCC email address and have daily internet access.
- The instructor should have participated in all sessions of Blackboard training within the last year prior to teaching online: a) course setup, b) course tools, and c) assignments, assessment, and grade book
- The instructor will have a residential faculty, with online experience, as a teaching assistant in the course for at least the first semester.

Online resources

Chrystle Hall, Blackboard training 602- 787-7784

Sam Fraulino, Blackboard & Web problems 602-787-7786

Sheri Bakunowski, Center for Distance Learning 602-787-6754

**Request for Approval to Create a 100% Online Course
(Form Revised October 2008)**

Faculty member(s):

Faculty Email(s):

Department /Division:

Division Chair Signature:

Phone:

Course number and title:

Credit Hours:

Proposed start date of course development:

Proposed start date of course delivery:

If Adjunct, name of Fulltime Faculty Partner:

1. Describe the niche to be created or served by this online course and the target audience for the course.

2. Describe the technology tools that will be used to deliver the course and communicate with the students.

3. Describe any additional support you will need while developing this course. Who will provide this support?

4. Other special information or considerations?

5. If I am compensated for development of the online materials, I agree the material will be archived and owned by PVCC

_____ (your signature)

Technology/Instructional Resources to Support a Class in the choices @ pvc Program

1. Will development and/or delivery of this course require Internet access and/or computer and software resources at your home? If so, do you have this access and equipment now and if not, what is your plan for acquiring it?
2. Do you need help designing the course structure (for example: learning activities, arranging content)? If so, please describe.
3. If you are incorporating testing/quizzing in this course, how do you propose to handle this component? *Remember, an online class at PVCC means everything is online.*
4. How do you anticipate students taking this course will resolve technical problems? Are you prepared to help them?

The type of computer used by students participating in the course is a critical consideration in the development of online course material. Be cautious not to develop components of the course that could be technically unavailable or inaccessible to your students.

*** Overall Review Committee comments:**

_____ **We can support this proposal with existing resources.**

_____ **We can support this proposal with the following additional resources.**

Date _____