

Northwest Vista College Distance Learning¹ Course Proposal Form

Please complete this proposal form for new online or Hybrid courses you wish to develop.

General Information:

1. Instructor Name:

2. Discipline/Department

3. Course Title:

4. Start Semester:

Curriculum and Instruction

1. Briefly explain the need for this new course, and describe how it fits into the missions and strategic plans of Northwest Vista College.

2. Describe how the need for the course or program has been established.

3. Describe the course content and the instructional approach you will use (lecture notes/collaborative groups/publisher materials/multi-media material) Please attach a sample syllabus for this course.

4. List any special challenges that the distance learning environment poses for the students. How might the delivery method present obstacles for the presentation or completion of the curriculum?

¹ A course is considered distance learning if the faculty and student are not physically present for at least 50% of the time and if the medium of transmission is digital (Web, Internet, Videoconference, CD-ROM, etc.).

5. Describe how the necessary interaction between faculty and students will be provided.

6. Describe how the course/program differs from the corresponding course/program offered on campus.

7. Describe how comparable student learning is assured.

Resources

1. Explain how faculty will have the time to develop the course(s).

2. Describe what resources, if any, will be needed from the Distance Learning Center.

3. Describe the orientation students will receive and how students will be trained in the instructional technology used.

Resources for Learning

1. Describe how access to library materials and reading/viewing materials will be obtained.

2. Describe any special laboratories, equipment, or facilities that will be required for the course/program and how these will be provided.

Commitment for Support

1. Designate who is the instructional leader(s) for the revision or creation of the distance learning coursework.

2. Verify that the method of delivery being used is a supported item at NVC (WebCT, Turnitin, Elluminate, etc)

3. Provide the names/affiliations of those who you have consulted with in preparing your distance learning proposal (Distance Learning, departmental contacts, external consultants, etc.), if any.

Evaluation and Assessment

1. Describe how student learning, student retention, and student/faculty satisfaction are assessed.

2. Describe how support services, technology effectiveness, faculty and student training, and other program aspects are assessed.

3. Describe how program or course announcements are made.

4. Describe how distance learning students keep in contact with the main campus and with each other.

Certification

Has this instructor completed Faculty Certification for Distance Education?

Yes____ Date:_____

No____ (Please complete the training request form)

Approval Signatures:

Instructor:

Date:

Distance Learning Coordinator:

Date:

Academic Leader:

Date:
