*Want to offer a course online? Here are the steps you'll need to take:*

**Quick-View of Process:**

1. Complete *Application for Compensation for Online Course Development*
2. Develop online course (DL Coordinator and Instructional Support Specialist are available to assist you)
3. Submit to Distance Learning Curriculum Advisory Committee (DLCAC) for review
4. Forward DLCAC recommendations to Dept. Chair, then to Dean of School, then on to required committees as necessary
5. Approved course is entered into BANNER by Office of Extended Education

**Full Details of Process:**

## 1. Application for Online Course Development Compensation

[*Recommended this takes place 9-12 months prior to intended start date for online course.*]

1. Complete the **Application for Compensation for Online Course Development**

2. Submit application to your **Department Chair** for review/signature.

3. Chair forwards application to appropriate **Dean** for review/signature.

4. Dean forwards application to **Director of Extended Education** for review/signature.

5. Director forwards application to **Provost** for review and approval.

6. Provost notifies applicant if application is approved or denied

## 2. Course Development and Academic Approval Process

[*Recommended this process begins 6-9 months prior to the semester/session that the course will first be taught.*]

1. Develop the course with assistance of **Distance Learning Coordinator** (Mike) and **Instructional Support Specialist** (Wilda).

2. Consult with **Library staff** if course has an online electronic reference component and consult with other departments that may be contributing academic support.

3. Participate in **LTEC Distance Learning workshops** and other related workshops as appropriate.

4. Share the developed course with your **Department Chair**.

5. Submit developed course to **Distance Learning Curriculum Advisory Committee** for review.

6. **DL Committee** forwards recommendation for approval/denial, with comments, to applicant.

> **Note**: A "developed course" at this stage would include a syllabus, a framework for online material and assignments, and a sample unit or key instructional techniques so that the DLCAC can evaluate the adequacy and appropriateness of the teaching techniques to be used. It is not expected that every lesson and assignment be completed at this point. ***For example:*** the sample should include one fully developed unit or week of activities, with such materials as readings, discussion forums, assignments, lecture notes, or quizzes, along with clear instructions to students about what is expected in each activity, how to navigate the course, and how to obtain assistance. However, *a more complete framework/course will increase chances of a positive review.*

7. Submit the following to **Department Chair** for review and signature:
   a. The course **syllabus**
   b. A **BANNER Form**
   c. The **DLCAC recommendations**
   d. And the appropriate **proposal forms**:
      i. New Course Proposal Form ( School of Education and Professional Studies), or;
      ii. Course Registration Form (School of Arts and Sciences); or
      iii. Undergraduate Course Registration Form (Crane School of Music); and, if applicable
      iv. a General Education Program Course Proposal Application, or
      v. a Shortened Academic Term General Education Proposal Application

8. **Department Chair** reviews course proposal, signs forms if approved, and forwards course proposal, together with the Distance Learning Advisory Committee comments, to one of the following (as appropriate):
   a. **Arts and Sciences Curriculum Committee**. The Committee then reviews the course proposal and submits a recommendation for approval or denial to the Dean of the School of Arts and Sciences.
   b. **Dean, School of Education and Professional Studies**.
   c. **Dean, Crane School of Music**.

9. **Dean** reviews course proposal and Committee recommendation, and if approved, signs and forwards forms to **Distance Learning Coordinator**.

10. **Distance Learning Coordinator** submits standard General Education Program Proposal Application (if applicable) or Shortened Academic Term General Education Program Proposal Application (if applicable) to **General Education Committee** for review and approval.

11. **Office of Extended Education** enters approved course and general education designator in BANNER and on web site.

The following are the recommended dates for course submission to the Distance Learning Curriculum Advisory Committee for review and approval are:

| | |
|---|---|
| Winterim 2008 | - September 1, 2007 |
| Spring 2008 | - September 1, 2007 |
| Summer 2008 | - October 15, 2007 |
| Fall 2008 | - February 1, 2008 |
| Spring 2009 | - September 1, 2009 |

For help with your proposal and development, please contact the Distance Learning Coordinator by email at online@potsdam.edu.