DL Course Approval Process:

1 **SUBMIT** Intent Packet...

Note: New courses must follow the *Curricular Approval Process* for their school *before* application for DL Development.

- Complete and submit the **Intent packet** (Intent to Develop & Deliver form, course outline, and associated materials) to DLProposal@potsdam.edu

- **Credentialed DL** faculty: On or before the 2nd Iteration of the Master Schedule

- **Non-credentialed DL** faculty: At least 30 weeks before target date of delivery

✓ COMPLETE Intent Packet

2 **DEVELOP** ... your DL course collaboratively with an assigned Instructional Designer (ID)

- Establish **development plan and timeline** with ID

- Work collaboratively with an ID, aligning development with the **Open SUNY Course Quality Review (OSCQR) Rubric**

- You're encouraged to participate in the faculty development seminar **Pedagogy & Technology of Online Learning** offered each semester and over the summer (*required for non-credentialed faculty*)

✓ DEVELOP with Instructional Design

3 **COMPLETE** OSCQR process...

- Deadlines for completing the OSCQR process are:

  Credentialed DL Faculty - **4 weeks prior to delivery**
  Non-credentialed DL Faculty - **8 weeks prior to delivery**

- OSCQR process includes faculty developer, assigned ID, and approved third party reviewer

- OSCQR process produces an action plan for addressing any quality and compliance issues

✓ OSCQR Process

4 **DELIVER** ...your Distance Learning course

- It is recommended that you conduct a formative evaluation before midterm, and a summative evaluation following each delivery of your DL course.

✓ DELIVER your DL course!

5 **REFRESH** ... your DL course with OSCQR

- All DL courses are required to be "refreshed" against the OSCQR rubric every three years. Staying up-to-date with current policy requirements, technologies, and the latest best-practices will make refresh a breeze!

✓ REFRESH with OSCQR