FLORIDA A&M UNIVERSITY PROCEDURE FOR APPROVAL OF ONLINE/HYBRID COURSE REQUEST SUBMISSION

What is Distance Learning?
Online Learning is an extension of existing academic programs delivered through distance learning technologies that balance an anytime, anyplace asynchronous approach with synchronous opportunities and engaging community-building.

Step 1: Unit Faculty, Directors/Deans:
1. Complete the FAMU Online Distance Learning Course Submission Form.
2. Complete the appropriate State Course Numbering System (SCNS) Course transmittal Form for new courses, course terminations, or course changes.
3. Attach one page course syllabus (outline form) to submission form.
4. Attach the Online Learning Course Submission Form – signed by the Dean and Department Chair.
5. Forward package to the Office of Instructional Technology Distance Learning Committee. Deadlines for submissions will be posted each semester for the next semester offerings.

Step 2: Instructional Technology/ Distance Learning Committee:
1. Review submission package for content and signatures.
2. Check the Blackboard learning management system course material indicated on submission form.
3. Instructional Designer will review course material and consult with faculty as needed.
4. Verify that the instructor has completed the required Faculty Development Training.
5. Prepare package for University Curriculum Committee.

Step 3: University Curriculum Committee:
1. Review submitted package with recommendations from Distance Learning Committee.
2. Review requests from a university perspective. Check for duplication of course content.
3. Consider impact of course action on departments within the unit and the university.
4. Submit recommendation to Faculty Senate for approval.
5. If course receives approval from Faculty Senate, obtain Provost’s signature on routing form.
6. File completed routing form and copy of one-page course syllabus in Faculty Senate office.
7. Forward package to the Registrar’s office for transmittal to the State Course Numbering System office, State Department of Education.

Step 4: Faculty Senate:
1. University Curriculum committee presents courses to the Faculty Senate.
2. The Faculty Senate reviews request for course(s).
3. The Faculty Senate approves or denies course requests.
Faculty Development Training

The following workshops are required for faculty members who wish to teach fully online or hybrid courses. It is mandatory that all of the workshops listed below be completed before a faculty can teach online.

- Online Pedagogy and Student Services
- Introduction to Blackboard 9.1:
  - Part I: Building Courses
  - Part II: Enhancing Communication
  - Part III: Assessing Learners

  OR

- Advanced Blackboard 9.1:
  - Part I: Monitoring Student Performance
  - Part II: Building Online Communities
  - Part III: Designing Engaging Content

- Screen Capture Techniques with Techsmith’s Camtasia
- Web Conferencing with Blackboard Collaborate
- Online Teaching Practicum