



NUMBER: 904
SUBJECT: ONLINE COURSE DEVELOPMENT
EFFECTIVE DATE: JULY 1, 2016
APPROVAL DATE OF LAST REVISION: APRIL 21, 2008, JANUARY 24, 2011
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904.1 — *PROCEDURE PURPOSE*

The terms of this procedure are To provide for the development and approval of online instruction.

904.2 — *COURSE DEVELOPMENT*

All courses that are to be developed as online and hybrid courses are guided by the Bridgerland Applied Technology College (BATC) development process and must follow the guidelines of the Online Course Development Approval Form. Under the direction of the respective department heads, faculty members will have both the responsibility for and control of the content of the Technology Enhanced Instruction course material.

904.3 — *COURSE APPROVAL*

All courses offered as online courses (both distance and hybrid) must be approved following BATC new course/program approval procedures and by the appropriate Associate Vice President for Instruction. Approved courses/programs will be coordinated through the Technology Enhanced Instruction Department. (A Technology Enhanced Instruction Course Development Approval Form must be completed.)

904.4 2 — *COPYRIGHT*

It is the instructor's responsibility to ensure the delivery of accurate and current information; follow BATC policy 300.327 on Intellectual Property, Creative Works, and Copyrights; and obtain written copyright permissions, where needed, for any copyrighted course materials used to develop a particular course. Course content will not include anything known as libel, an invasion of privacy, to violate legal rights of any person, etc. (TEACH Act).

904.5 3 — *DEVELOPMENT STANDARDS*

Online course components must be identical to those on campus in terms of the quality, breadth, rigor, and completion requirements. comply with BATC's Development Standards and pass the review process before being published for student enrollment. A standardized course template is provided when a shell is created for each course. A syllabus template is housed within the course template and contains quality assurance information, that includes at a minimum: course introduction, course description, course objectives, required course materials, instructor information and availability, student services information, technical support information, learning activities, recommended sequence of activities, course calendar/schedule (if applicable), method for submitting assignments, student/teacher interaction expectations, and grading criteria.

Under the direction of the respective department heads, faculty members will have both the responsibility for and control of the content of the Technology Enhanced Instruction online/hybrid course/program material. A Technology Enhanced Instruction staff member will provide support during course development as well as after course implementation so faculty members can maintain focus on the interaction with and the assessment of their students.

Faculty members, when needed, will receive curriculum design consultation, system training support, and ongoing technical support to assure efficient use of the technology delivered online/hybrid course/program.

BATC will, within the boundaries of available resources, provide adequate equipment, software, and communication access to faculty members in an effort to support interaction with students enrolled in Technology Enhanced Instruction online/hybrid courses.



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904.53.1 — TEACHING COMMITMENTS

Instructors will commit ~~through the Online Course Development and Approval Form~~ to provide quality teaching methods including (but not limited to) timely responses to student e-mails, online office hours, student contact plan/progress, and tracking.

904.3.2 — CONTRACTED COURSEWARE

Contracted Courseware (BATC definition): BATC defines contracted courseware as follows: Courses where BATC has no control over design, development, and delivery of the course(s).

It is the practice of BATC to not enter into agreements for contracted courseware. Should the need arise, the institution will directly verify and be directly responsible for the currency and quality of such courseware on an annual basis while maintaining curriculum oversight within all contracts.