**eLearning Faculty and Course Approval Checklist for DLAS**

**Name of Faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please print)**

**Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course Modality/WWW, WCA, HYB: \_\_\_\_\_\_\_\_\_**

**Course Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Semester 1st to offer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dean Signature of Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FACULTY COMMITMENT**

**I have read and agree to abide by the Faculty Contract as it pertains to eLearning and specifically the Standards and Practices Guidelines.** [**https://www.mcc.edu/elearning/pdf.elearning/standards-practices-2019.pdf**](https://www.mcc.edu/elearning/pdf.elearning/standards-practices-2019.pdf)

**Faculty Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- |
| TRAINING | **YES** | **NO** |
| I have met with my Dean to approve and discuss training for eLearning course creation https://www.mcc.edu/elearning/files\_elearning/ETOM-reimbursement-form.docx |  |  |
| I have met with the eLearning Office to go over the eLearning process. |  |  |
| Completed the ETOM online certification course in Canvas |  |  |
| Completed WIDS or MCD (attach a copy of the course outcomes and objective along with your Divisions CPSC approved outcomes and objectives) |  |  |
| Sufficient knowledge of the College’s LMS (Canvas) |  |  |
| COURSE INFORMATION |  |  |
| Syllabus (created for the first semester you plan to teach)   * Should include language for Title IX, Care Team, Civility Statement * Found in Faculty Resource Guide on the College’s website |  |  |
| Outcomes and Objectives clearly match those of CPSC |  |  |
| Course introduction built into LMS   * Introduce yourself, provide your contact information and define your expectations |  |  |
| Learning activities/ Discussions/ Assessments/ Testing dates clearly identified  Tests in the Testing Center are clearly identified and the Center is has been notified |  |  |
| Schedule throughout the semester is clearly defined |  |  |
| HYBRID COURSE |  |  |
| Dates, time and location are clearly stated in the syllabus and the course schedule (25% to 75% of the time in the Hybrid window so students see this before they register) |  |  |
| Online components / activities defined |  |  |
| On Campus components clearly defined |  |  |
| OTHER |  |  |
| All WWW courses are automatically enrolled in the MCO database   * MCO.org |  |  |
| SARA – Mott is SARA licensed which means that you may have students from out of state – state guidelines may come into play |  |  |
| ITS conducts their routine maintenance of software/hardware on Thursday nights between 10pm and 6 am – Please be aware of this in case you have deadlines that may be in jeopardy of a timeline due to downtime of software or equipment |  |  |
| Faculty BIO – In order to provide students with a visual, please place your BIO on the eLearning webpage – go to elearning.mcc.edu and click on the BIO page, scroll down and click the Page Change order to add your BIO (photo please) |  |  |

Date Approved by DLAS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /2020