

eLearning Faculty and Course Approval Checklist for DLAS

FACULTY NAME: (print please)

Division/Discipline:

Course Name:

Course Code:

Modality: (WWW, HYB, WCA)

Semester of first Offering:

Dean 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/elearning_standards_practices.pdf

Faculty Signature:

The eLearning Office has been notified of your intent to teach eLearning or that you are bringing a new course to DLAS!

Training	DLAS	Self
Completed the ETOM online certification course (or equivalent – EMU, Delta) copy of certificate must be on file in the eLearning Office		
Completed WIDS or MCD (or equivalent) attach a copy of outcomes and objectives along with the original CPSC Division approved outcomes and objectives for comparison		
Sufficient knowledge of the College's LMS		
Course Information (ADA compliant)		
Current Syllabus (for semester to begin instruction) should include the language for Title IX, Care Team and Civility Statement – please see template in the Faculty Resource Guide on the College's website		
Outcomes and Objectives clearly match those approved by CPSC		
Course introduction piece built into Blackboard – clearly introducing yourself, your contact information and your expectations		
Learning Activities/Discussions/Assessments/Testing dates clearly identified – if WCA and test are in the testing center, notification is clearly stated and the Testing Center has been informed		
Semester Schedule 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)		
Online components/activities defined		
On campus components clearly defined		
Other		
ALL WWW course are automatically enrolled in the MCO database – this means that you may have students outside of Genesee and surrounding counties.		
ITS conducts their routine maintenance of software/hardware on Thursday nights between 10 pm 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 for website: Photo and faculty bio sent to eLearning for webpage.		

Date reviewed by DLAS: _____

Approved: ___ yes ___ no