

Senate Council  
August 22, 2011

Distance Learning (DL) Approval for Special Topics Courses

Background: There is currently no formal mechanism to approve distance learning (DL) delivery of special topics courses.

Proposal: That the SC approve a process for approval of DL delivery for special topics courses.

***Process:***

**Dept/college thinks a special topics course may have titles delivered via DL in the future.**

1. Faculty member prepares Change Course Form, with the ONLY change being that of adding DL delivery.
2. Course Change Form proceeds through normal college approval processes.
3. Course Change Form proceeds through HCCC/UC/GC.
4. Course Change Form is processed in Office of the Senate Council and posted for 10-day review on web transmittal.
5. Registrar is informed that the special topics placeholder is *ready for* DL approval.

**Dept/college decides that a specific title needs to be delivered via DL. (Assumes the dept has already submitted the course change form to add DL delivery.)**

1. Faculty member prepares DL Form and course syllabus.
2. Review of DL Form and course syllabus proceeds through normal college approval processes.
3. DL Form and course syllabus sent to Office of the Senate Council, bypassing academic councils.
4. SC Chair reviews (approves or rejects) the request for DL delivery of a specific title.
5. Upon approval, the DL Form and course syllabus are sent to the Registrar to “turn on” a 200-level section for the special topics course.

**Recommendation: that the SC approve the proposed approval process for distance learning delivery of special topics courses, effective immediately.**