Approval Form for Offering a Hybrid Course

(last revised January 2016)

This form is to be used in preparation for the development of a hybrid course. The instructor should complete this form and secure the necessary signatures.

Course Description and Statement
(to be completed by the instructor)
Name of instructor(s) developing the course: _________________________

Name of division chair: _________________________

Course number and title: _________________________
(e.g. CS 1113 Computer Concepts)

Semester and year in which the course is projected to be offered: _________________________

Semester in which the instructor completed Quality Matters training: _________________________

1. Why do you propose that this course be offered as a hybrid? Discuss benefits to students, division, and the college.

_____________________________________________________________________________________

2. What is the instructor’s experience with online teaching and learning?

_____________________________________________________________________________________

3. How will student-student or student-teacher interaction be incorporated in online work so that the hybrid element is distinct from traditional homework, expected in all courses? Explain.

_____________________________________________________________________________________

4. Provide the author(s), title, edition, ISBN, and publisher of the textbook to be used.

_____________________________________________________________________________________
5. Does the textbook publisher offer an online supplement for the course?

______________________________________________________________________________

6. Describe any portion of the course already online and provide the URL(s).

______________________________________________________________________________

7. Is this course to be offered fully online in addition to being offered as a hybrid course?

______________________________________________________________________________

8. Will students in the hybrid course accomplish the same outcomes as those in the course delivered in the traditional and/or fully online sections? If yes, what assessment data will verify?

______________________________________________________________________________

9. How does this course fit the online curricular strategy of the department?
☐ General education core course
☐ Program requirement
☐ Program elective

10. Who is the audience for this course?
☐ General, course included in the curricula of many programs
☐ Primarily transfer
☐ Primarily career or occupational
☐ Primarily developmental
Other _________________________

11. Provide the estimated number of contact hours that will be delivered online and the estimated number of contact hours delivered in the classroom: _____online, _____classroom.

12. Explain how the course will be listed in the schedule (for example, days of the week, etc.) _________________________

Signatures
Instructor Developing the Course _________________________ Date: ___________________

Division Chair Signature ________________________________ Date: ___________________

Vice President for Academic Affairs _______________________ Date: ___________________