

## 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?

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

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

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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?

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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: \_\_\_\_\_