

## 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: \_\_\_\_\_