DRAFT
CFA Course Approval and Review Process for Online and Hybrid Courses

Proposal Application

- Faculty member submits to Department Chair for Departmental review and approval.

- Department submits departmental approved proposal to ISAC by Nov 1st.

Provisional Course Approval

- ISAC reviews proposal and sends recommendation to the Dean who will then determine provisional course approval by Jan 15th.

Usability Check

- Faculty member works with IT to arrange usability check at least two weeks before the course.

- After check, IT sends confirmation e-mail to Department Chair and ISAC.

Course Review

- After the course is taught for no longer than three semesters, the Department initiates a review process, and forwards report to ISAC for review.

Final Course Approval

- ISAC reviews departmental report and forwards recommendation to Dean who will then determine final course approval, which is forwardws to APRC and Academic Affairs.

Appeals process

If the department does not approve the proposal then an appeal can go to ISAC who will make a recommendation to the Dean

In other cases, an appeal can be made to Academic Affairs (or another analogous committee),

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FACULTY INFORMATION

Name:_____

Title:_____

Department or Program:_____

Email:_____

COURSE DETAILS

Course : ☐ New ☐ Existing

Title:_____

Department, Course, and Section Numbers (if known):   (_____) (_____) (_____)

Course Units:_____

Semester (Please indicate the first semester you plan to offer this course) : _____

Course Delivery Method: ☐ Fully Online ☐ Hybrid

Learning outcomes:

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Course description:

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JUSTIFICATION FOR MOVING TO ONLINE/ HYBRID
(How will the online/hybrid delivery of THIS particular course meet student needs?)

ALIGNMENT WITH DEPARTMENT/COLLEGE/UNIVERSITY MISSION

ACTIVITIES TO BE CONDUCTED ONLINE
Please be sure to describe each activity in terms of HOW THE COURSE WILL BE DELIVERED ONLINE (methods and means of delivery), which goes beyond the list of objectives, assignments, etc. as in a course outline.

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(IF HYBRID) ACTIVITIES TO BE CONDUCTED IN-PERSON:

ACCESSIBILITY/ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

All materials must be accessible to students with disabilities. During the development of your course, please make sure that videos are closed-captioning or a transcript is provided, audio is accompanied with a transcript, images include alternative/alt tags, detailed visuals include text descriptions, and tables are formatted to include row and column headers. For information and support for ensuring accessibility for your students (including captioning), please contact the Disability Support Services (DSS) Office.

☐ I acknowledge and have read the above regarding accessibility/accommodations for students with disabilities.

PRELIMINARY RESEARCH AND INPUT FROM COLLEAGUES AND ADMINISTRATORS

☐ I have consulted with the IT technician to check the feasibility for offering this course in online/hybrid format as has been described above.

Department Chair:_____

Signature_____ ☐ APPROVED ☐ NOT APPROVED