

North Central Texas College PROPOSAL TO DEVELOP A HYBRID COURSE

Hybrid Course Definition: (30 to 79% of the content delivered online): A course that blends online and face-to-face delivery. Substantial proportion of the content is delivered online, typically uses online discussions, and typically has a reduced number of face-to-face meetings.

Completing and submitting this course information form indicates the appropriate Department Chair and Dean have identified the need and approved the course for development. After review of the proposal, the Distance Education Committee will recommend that Instructional Council grant initial course development approval.

It is understood that course development will follow the steps outlined in the Guidelines for Online & Hybrid Course Offerings and that for each course offered via eCampus, documentation of conformance with the "Principles of Good Practice" is required. Faculty must complete the *Principles of Good Practice Self-Study* before a course is given final approval to be included in the catalog and/or schedule of classes.

COURSE INFORMATION

Much of the information in this section will be used, as is, for the NCTC course listing. Please be sure the information provided is accurate and complete.

Name of course: _____

Department: _____

Course and prefix number: _____

Name(s) of faculty developing course: _____

Faculty phone _____ Faculty email: _____@nctc.edu

Faculty is certified to teach online courses ☐ yes ☐ no

- Has taught the course at least one time in the traditional classroom
- Has completed course management system training
- Has completed course *Preparing to Teach Online* (or other online pedagogy training)

Number of Students Recommended _____ Anticipated semester to offer course: _____

Delivery Format ☐ T/R Configuration (50% online | 50% face-to-face)
☐ MWF Configuration #1 (1/3 online | 2/3 face-to-face)
☐ MWF Configuration #2 (2/3 online | 1/3 face-to-face)
☐ Other Configuration (describe below) _____

Has this course been offered online previously? ☐ yes ☐ no

If yes, [] Á @Á } |á ^& ~ !•^Á á|Á@Á@à:á& ~ !•^Á^Áæ^áÑ

Brief Description of Course: _____

FACULTY COMMITMENT/DEPARTMENTAL APPROVAL

FACULTY COMMITMENT

I certify that I meet the institutional requirements for teaching an online course as stated above, and I understand that upon completion of development, I must provide documentation that the course is in conformance with the *"Principles of Good Practice"* by completing the *Principles of Good Practice Self-Study* before this course is given final approval to be included in the catalog and/or schedule of classes.

Signature - Faculty

Date

Printed name - Faculty

Signature - Faculty

Date

Printed name - Faculty

DEPARTMENTAL APPROVAL

Signature – Department Chair/Program Coordinator/Dean

Date

Printed name – Department Chair/Program Coordinator/Dean

Proposal Approved by:

Signature – Director of eLearning

Date

Signature – Dean of Instruction, CTE & eLearning

Date