

Course: \_\_\_\_\_  
Developer: \_\_\_\_\_  
Quarter: \_\_\_\_\_

**CAS DISTANCE LEARNING APPROVAL CHECKLIST**  
**FACULTY COPY**  
**(Version 8/13/08)**

**NOTE:** Faculty actions shown in **green**; dean actions shown in **blue**; NeLSC actions in **red**; CAS Committee & CAS DL Subcommittee actions in **purple**

**STEP 1 -- CAS Preliminary Plan Form #1 procedure** which must be completed before a new DL course is added by the division to the printed quarterly schedule):

1.  **Faculty member meets with Carol** to be oriented to CAS process including an understanding of (a) CAS- and IC-endorsed standards for online course design and online pedagogy, (b) specific deadlines for CAS review, (c) likely technologies to be learned, and (d) necessary scheduling of course design and instructional preparation through NeLSC and TLC. Faculty member receives a copy of Form #1 (CAS Preliminary Review Form) and this checklist (which should remain with the forms as the course is stepped through the review process).
2.  **Faculty member plans out course development and design, then completes Preliminary Plan Form #1** (including deadline dates from CAS DL website) **& signs it.**
3.  **Dean reviews and, if supportive, signs Form #1** (approving development of course within timeline proposed and agreeing to pull the course from the schedule if course is not developed and endorsed by the deadline).
4.  **Faculty (or division staff) delivers original paper copy and an electronic copy of Form #1 plus master course outline (MCO) to NeLSC.**
5.  **NeLSC checks Form #1.** If form is complete, NeLSC notifies CAS DL Subcommittee that Form #1 is ready for review. If form is incomplete, NeLSC notifies instructor and dean of missing information which must be provided, and faculty member returns to action #2 again.
6.  **CAS DL Subcommittee reviews the preliminary plan.**
7.  **If CAS DL Subcommittee approves plan, Chair of Subcommittee signs Form #1 and returns it to NeLSC.** Otherwise, unsigned form is returned to NeLSC along with subcommittee's feedback. In latter case, faculty member returns to action #2.

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8.  **NeLSC (Tom or Carol) attends CAS meeting to report that the course has been approved for development by the CAS DL subcommittee.**
9.  **NeLSC notifies faculty member and dean** that plan has completed the CAS DL approval process and course development can proceed according to the agreed timeline.

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**STEP 2 -- CAS Final Review Form #2 procedure** for which the first 9 actions must occur by Form #2 deadline which is 8 weeks prior to the start of the quarter in which course is to be taught:

1.  **Faculty developer completes pedagogical and technological training in NeLSC and TLC.**
2.  **Faculty developer completes course website design including first 3 weeks of content.**
3.  **Faculty developer completes & signs Form #2 which includes a link to the course website** (providing the URL and password for CAS members to access the course website).
4.  **Dean reviews course and, if supportive, signs the original paper copy of Form #2** (showing dean endorsement).
5.  **Faculty developer sends electronic version** of Form #2 to NeLSC.
6.  **NeLSC checks for appropriate completion** of all information on Form #2. If incomplete, NeLSC contacts faculty member to notify him/her of missing information.
7.  **NeLSC check course website infrastructure, course content and assessment features, and overall quality of course design to ensure it meets standards.** If electronic Form #2 and course website meet the above criteria, NeLSC notifies faculty member and dean that the form can be routed for additional signatures (see below). Otherwise, faculty developer is notified of necessary revisions and starts at action #1 again.
8.  **Faculty developer or division staff rout paper original of Form #2** to support unit directors to get their signatures (in-person routing is best if possible).
9.  **Faculty developer or division staff return original paper copy of Form #2**, signed by all unit supporters (but not signed yet by Ellie, Tom & CAS Chair) to NeLSC.

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10.  **NeLSC checks** and passes it to CAS DL Subcommittee for review.
11.  **Ellie and DL Subcommittee review all aspects of course design and content.**
12.  **If course meets CAS qualifications, Subcommittee signs approval and returns signed Form #2 to NeLSC.** Otherwise, faculty member and dean are notified that course has not yet received CAS DL Subcommittee endorsement, and faculty member returns to action #2 above.
13.  **NeLSC notifies CAS that final review of course is completed** by CAS DL subcommittee and it is endorsed by the subcommittee and now can be examined by the full CAS Committee.
14.  **NeLSC directs CAS members to the CAS DL website** for opportunity to review Form #2 and course website (accessed through Form #2) prior to the CAS meeting at which course is to be presented by NeLSC (Tom or Carol).
15.  **CAS members examine the course websites** for the new online courses to be taught in the upcoming quarter (which is 6-8 weeks away – see deadline schedule).
16.  **Tom or Carol will bring the original signed copy of Form #2** and a paper copy of the MCO to the CAS meeting at which final review is discussed at CAS.

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**STEP 3 -- CAS Meeting DL Course Presentation Procedure** which must occur at least 6 weeks prior to the start of the quarter in which course is to be taught:

1.  **Tom or Carol presents courses to CAS** (whose members have already had a chance to review the courses – see above).
2.  **Unless objections are raised, CAS DL Subcommittee recommendations are approved.** CAS Chair signifies that courses have completed CAS review process by signing Form #2 and passing it to the Vice President of Instruction for signature and filing.
3.  **Tom notifies dean and faculty developer** of CAS endorsement or non-endorsement with suggested revisions.
4.  **If course needs serious revisions, dean pulls course from the schedule.**

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5.  If course needs minor revisions, **faculty developer follows a timeline** to complete these.
6.  **NeLSC updates CAS DL website and updates CAS-approved course list.**