

Faculty Oversight

At Coastal Alabama Community College, distance education has been integrated into many different programs as an additional mode of instructional delivery to assist in accomplishing the College's current goals, objectives, and planning and evaluation processes. An integral part of the planning and approval process for distance learning at the College is the Distance Education/Online Course Development Committee. This committee is composed of faculty members from a variety of academic and technical divisions and staff members from a variety of academic and student support departments throughout the College. The charge of the committee is to review distance learning courses prior to the courses being offered electronically and to propose policies and procedures regarding all aspects of distance education. Specifically, the committee has the responsibility of evaluating the structure and content of all Internet and Hybrid courses offered by the College.

Proposed distance learning (hybrid or Internet) courses are approved in accordance with the steps listed below:

1. Course Development Request – The request must be submitted to the requestor's Division Chairperson and the agreement for request must be approved by applicable Division Chairs from each Coastal Alabama Community College District. The requesting Division Chairperson submits the course development request to the Director of Distance Education.
2. Course Development Authorization - Review and approval or denial of the request must be completed by the Director of Distance Education. Instructor/Course developer and applicable Division Chairs will receive a response in regard to the development request
3. Course Review for Completion - Review and approval of the completely developed electronic course must be completed by the Distance Education/Online Course Development Committee. Instructor/Course Developer and applicable Division Chairs will receive a copy of the committee's feedback and approval, recommendations prior to approval, or denial. Documentation of committee approval must be submitted to the Instructional Affairs Committee by the Distance Education/Online Course Development Committee Chairperson. Final course approval must be made by the Instructional Affairs Committee prior to the course being taught in a distance learning format.
4. Following the extensive review by the Distance Education/Online Course Development Committee, the comments and suggestions are forwarded to the Instructional Affairs Committee, which is composed of Division Chairs, Deans, and Departmental Directors, and Managers. The Chairperson of the Distance Education/Online Course Development Committee presents each course and any course revision comments to the members of the Instructional Affairs Committee for further input and suggestions. Final comments regarding course revisions are then sent to the Course Developer and applicable Division Chairs for any necessary changes to be made prior to the implementation and initiation of the course as an official distance learning course.