Bluegrass Community & Technical College

Application for Offering a Course Using a Distance Education Format

1. Course Prefix and Number:

   Course Title:

   Course Description:

   Course Objectives/Competencies:

2. Effective date (semester and year):

3. Describe the type of distance learning delivery method to be used.

4. Describe how the course will achieve, in new ways, the same learning outcomes as when the course is taught by traditional delivery methods.

5. Describe the availability of related services such as labs, library, research, and supplemental information.

6. Describe how ADA compliance has been assessed to ensure accessibility of course content for students with disabilities.

7. Describe how appropriate levels of faculty-student and student-student interaction will be achieved.

8. Describe any technical requirements for remote sites (ITV, computer hardware/software, and special equipment).

9. Within the department, who should be contacted for further information about the proposed course:

   Name:

   Phone:

   Email:

5-05-06

Revised by Faculty Council
May 6, 2006

Application for Offering a Course Using a Distance Education Format
(To be completed when the instructor and the
student are not in the same location for at least
50% of the traditional class meeting time.)

1. List the official course title and description as found in the Catalog. List the course objectives/competencies approved by the program/area.

3. Specify the distance learning delivery method(s) – such as telecourse, interactive TV, web-based instruction – and whether traditional methods are also used.

4. Discuss how you will determine that the students are meeting the same competencies – do the students complete the same assignments, do they have any proctored tests?

6. Discuss how you will ensure accessibility of course content for students with disabilities.

7. State the opportunities that will be provided for students to interact with the instructor and with the other students, and whether any of these are required.

8. List the technical requirements, and then state whether these are currently in place.

Complete a separate Application for Offering a Course Using a Distance Education Format form for each different topic taught under a Selected Topics course number.

Bluegrass Community & Technical College

Signatures of Approval for Distance Education Proposals

Program/Area Coordinator:

_____ Date: _____

Division Curriculum Review Committee Chair:

_____ Date: _____

Assistant Dean/Division Chair:

_____ Date: _____

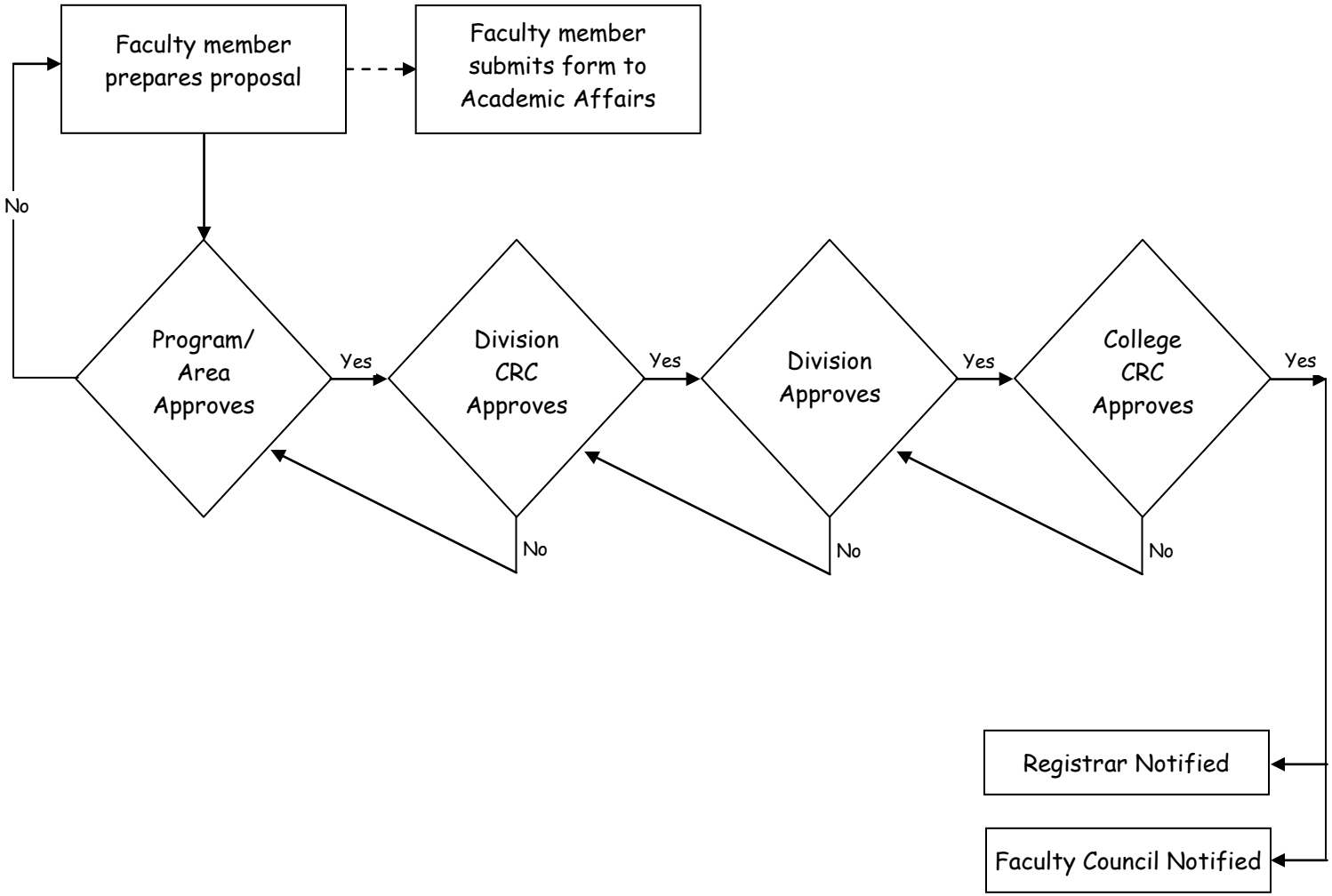
College Curriculum Review Committee Chair:

_____ Date: _____

Date Faculty Council notified _____

Date Registrar notified _____

Internal Approval Process for Offering a Course Using a Distance Education Format



Approved 5/05/06