

Approval & Notification Signatures

1. Academic chair or Area Supervisor Approval

All requests for DE course assignments must receive the approval of your department or area's distance education committee or, in the absence of such committee, of your academic chair or area supervisor. In either case, the academic chair or area supervisor must sign on the line below.

Your chair/supervisor must then notify the chairs on the other two campuses and attach a copy of the email or memo to the other chairs indicating that they have been notified.

Email/Memo Notification Attached

Campus Academic Chair/Supervisor Date

If the department/area chair does not approve this assignment, he or she must provide a rationale below (attach additional pages if needed).

2. Campus Technology Administrator and Campus Dean

Your chair will submit this form to your campus technology administrator for a signature, who will then forward your proposal to your campus dean. The office of the campus dean will submit the complete proposal to DEC via OIT.

Campus Technology Administrator Date

Campus Executive Dean Date

2010-2011 Contacts

- Ammerman
- Eastern
- Grant

Campus Executive Deans

- Dr. James E. Sherwood
- Dr. Evon W. Walters
- George Tvelia

Technology Administrators

- Jeanette Bravo
- James Frost
- Dr. David Quinn

3. Distance Education Committee Approval

The vote of the college Distance Education Committee is indicated below. A copy will be provided to your department/area chair.

Date of College Distance Education Committee Vote

Vote Results

	total # of votes for
	total # of votes against
	total # of votes abstaining

Technology Training and Certification

1. Faculty Development

The first time a faculty member is selected to teach a synchronous or asynchronous DE course, he or she shall receive three (3) credit hours of either release time or overload compensation the semester prior to the DE assignment for the purposes of training and/or course modification. Indicate your preference for overload pay or released time.

Faculty Preference

overload

release time

2. Certification

**FOR OFFICE
USE ONLY**

All DE faculty must have training in and be certified for the specific modality for which they are proposing to develop a course.

CMS Platform

Date of Training Completion

Signature of Instructional Technology Dean

Date

3. Assignment to DE Faculty Peer Mentor

All DE faculty teaching online and hybrid courses will be assigned to a faculty mentor.

* Assignment to a peer mentor does *not* apply to DL classroom (synchronous) courses.

Name of DE Faculty Mentor

Date Mentor Notified