Departmental Distance Learning Record for New DL Instructors

Instructor Information:

Name of Faculty Member: ________________________________

Type of Faculty Member:

___ Full Time Faculty  ___ Full Time Visiting Lecturer  ___ Adjunct Faculty

Department: ____________________________________________

Course Title: ____________________________________________

Course Number: ____________________________ Credit Hours: __________________

DL Course Format:

___ Online  ___ Hybrid  ___ Video Conference  ___ Telecourse

The Instructor will make a good faith effort to meet the following items:

• At least one semester of experience using Blackboard Learning System course management system or an equivalent course management system in a live classroom setting.
• Two-semester commitment to teaching this DL course (does not have to be contiguous semesters).
• Completed Distance Learning Faculty Training Course (or equivalent training) on online pedagogy.
• Knowledge and application of the Exemplary Course Standards that are set out in the CCRI Distance Learning Policy.
• Required submission of online post course student evaluations.

Instructor: ____________________________________________ Date

Signature

Department Chair: ________________________________________ Date

Signature

Distance Learning Policies: http://www.ccri.edu/distancefaculty

(Copy of form to Distance Learning Coordinator for information purposes only.)
Definitions of DL Course Formats from the Distance Learning Policy

**Online courses** are courses that have 80 to 100% of the class instruction delivered using a course management system, and have a maximum of three (3) required on-campus class meetings a semester. These courses may have on-campus proctored tests required in addition to the on-campus class meetings.

**Hybrid Courses** combine online and on-campus instruction with reduced in-class seat time for students that deliver less than 80% of the course instruction online and have more than three required on-campus classes in a semester.

**Telecourses** combine content broadcast over cable television with communication via Pipeline, CCRI’s portal application, or Blackboard Learning System. Most courses consist of two 30-minute programs shown in a one-hour block each week and are repeated later in the week. Students are expected to be cable TV subscribers and have basic e-mail skills.

**Synchronous Course Format**
Interactive two-way video conferencing courses are offered either intra-campus or inter-campus which makes it possible to take an on-campus course at the campus of one’s choice. In this model the instructor often alternates between two campuses to deliver live instruction on one campus while simultaneously communicating via video conferencing with the remote campus. Some courses may also involve video conferencing between institutions.