Alternate Delivery Process and Procedures

The purpose of this document is to establish procedures and to communicate the process for the approval of courses to be developed in instructional delivery formats other than the traditional (face-to-face) approach.

The various instructional methods are defined in the document titled *Instructional Methods Definitions* found on the Instructional Program Support Services webpage, under Curriculum Management.

**Instructional Departments Responsibilities:**

Instructional Departments establish departmental procedures to determine the viability of offering their traditional course in an alternate format.

Department Chairmen should be prepared to address any questions and/or concerns of the Curriculum Review Committee membership regarding the development of the course in alternate format(s).

Once the Instructional Department has decided to offer the traditional course in an alternate format the Department Chairman will complete the *Approval Form for Alternate Course Delivery* found under the heading New Course Request form (Distance Education).

The completed form should be sent to Instructional Program Support Services. A current course syllabus that reflects the instructional materials to be used in the development of the course for alternate delivery should be submitted with the signed request for approval form.

When completing the request for approval form, Department Chairmen are encouraged to review the reference materials found on the Faculty & Staff page of the CTC Distance Education and Educational Technology website at [http://online.ctcd.edu/faculty_staff.cfm](http://online.ctcd.edu/faculty_staff.cfm) for pertinent definitions and procedures.

The Approval Form for Alternate Course Delivery should be received in the Instructional Program Support Services office one week prior to the scheduled Curriculum Review Committee meeting times. The Curriculum Review Committee meets in February and September.

**Instructional Program Support Services Responsibilities:**

Instructional Program Support Services will review the form for completeness and signatures.

Instructional Program Support Services will add the course(s) to the Curriculum Review Committee agenda.
After the Curriculum Review Committee has reviewed and approved the course(s) for alternate delivery the Committee Chairman will sign the form and return it to Instructional Program Support Services.

Instructional Program Support Services will file the approval and provide a copy of the signed approval form to Distance Education and Educational Technology.

**Distance Education and Educational Technology Responsibility:**

Distance Education and Educational Technology (DEET) will then contact the Instructional Department and begin the process of developing the course in the requested alternate delivery format.