[It was] roughly decided that the online delivery of any course should probably come through my [Becky Smith's] office and that approval through curriculum committee to deliver the course online was unnecessary and should not be included as an item on the form. The basic idea is that any course has the potential to be delivered online.

Currently online course delivery processes are in the works from my (Becky Smith) office. You may have seen the rubric I recently sent out for feedback against which all online courses would be evaluated before they are allowed to be delivered as an online course. Also, faculty would receive training on teaching online versus using traditional methods. The sequence would be something like this.

- Faculty makes notice to my office that they want to teach a course online. There would be a simple form that includes approval signatures from chairs, assoc deans, etc. Only approved courses through curriculum comm would be eligible. If it is a new course, it must first go through the course approval process.
- That faculty member would then enter a preparation/training period where support is given to build the online delivery of the course content.
- Upon completion of the online delivery build, the course would receive a final evaluation which would include a peer approval, then department approval, then be forwarded to this office for final approval. The peer and department approval would be ongoing from the time the build is started.
- The course would then be given a final checkoff according to the rubric standards which they will use from the beginning. This must happen prior to the first semester that the course will be taught online.