FA21 Fully Online Expedited Course Approval Process

Purpose/Rationale

This procedure is designed to enable faculty who have been teaching fully online without online-approved contents during the pandemic to prepare their "emergency use" Blackboard shells for Minimum Standards (formerly QA) review and approval as fully online-approved master courses for FA21 instruction, when the university hopes to be able to return to previous delivery modes.

Caveats/Limitations

Due to the expedited nature of this effort, **instructional design and development support will be limited primarily to one-on-one consults, upon request, for design recommendations, and providing self-help resources and tutorials** to enable faculty to complete technical course development tasks.

Expedited Course Approval Deadlines

- Deadline to complete and submit an approved online expedited approval form, **March 5, 2021** (changed from February 26)**.**
- Deadline to have the course Minimum Standards ready and submitted for final approval, **May 7, 2021** (changed from April 30)**.**

Expedited Online Course Approval Process

1. Faculty member completes and submits online expedited to dean for approval.
2. **Expedited approval form approved by the dean is due by March 5, 2021. Email the signed/completed form to SupportCenter@uhcl.edu, or deliver a hard copy to Bayou 1312.** Instructions on how to electronically sign a PDF form are available on Adobe's support page, Fill and sign PDF forms.
3. Instructional Design and Technology (IDT) team will create a new development master shell, based on the existing course contents of the instructor's choosing for the process. The IDT team will also provide faculty with a guide that includes recommendations and a review of the university's Minimum Standards requirements. Faculty may request an instructional design consult as they begin the process.
4. Faculty member uses the Minimum Standards checklist to perform a self-review of the course. At the same time, a member of the IDT staff will perform a similar review and will share those results with the instructor to compare against their self-evaluation. Faculty may request an instructional design consult to discuss any differences in review results and to get clarification on any standards in need of remediation.
5. Faculty member begins editing the contents in their development master shell, reaching out to the IDT team as needed for technical support guidance. At any time in this process, instructors may request another informal review and report on the course's readiness per the Minimum Standards checklist. Therefore, this period can be an iterative process, with the instructor making changes, requesting review/feedback, making additional changes, etc.
6. **Faculty must submit the Minimum Standards-ready development shell for official review no later than May 7, 2021. Courses that are found to be significantly lacking in Minimum Standards expectations will not be approved and further review and revision cycles will not be available after this date.**

Administrative Waiver for Non-Approved Courses

If a course fails to be approved at the April 30 deadline, faculty will have two more options at their disposal:

1. Request that the new course be re-evaluated by another faculty member, who has been trained in the use of the Minimum Standards review process; and, if the course is still not approved,
2. Request a one-semester waiver to use the unapproved contents from which to teach fully online in the FA21 semester. The instructor will need to complete an Administrative Waiver application, including the most recent Minimum Standards review results from the IDT team to their dean for permission to use the contents for FA21. If the dean approves, the form must be submitted to the Provost for final approval. If approved, the instructor will be able to use the contents for fully online instruction in the FA21 semester, with the understanding that the development course will be completed and pass Minimum Standards review no later than the review deadline for new masters intended for SP22 delivery, October 15, 2021.