

Why propose a new process?

We are trying to keep all the pros to our current process while eliminating some of the cons.

Current Process Pros	Current Process Cons
<ul style="list-style-type: none">• Meets accreditation standards• Quality assurance through detailed course and syllabus review• Helps ensure qualified DE instructors• Provides training• Provides feedback• Provides a process• Recently modeled to follow OEI process	<ul style="list-style-type: none">• Training is required when it may not be needed.• Training is inconsistent.• Processes can be overly arduous.• Process is not applied consistently.• Process can give a disadvantage to adjunct instructors.• Most (but not all full-time) instructors have to appear on at least 3 ETC agendas before they are approved.• The approval process can take too much time that could be used for other ETC related matters.• No longer tracks the OEI approval process.

Our intention is to move forward with an updated process. We do not intend to re-approve currently approved DE instructors.

Bold indicates new forms that must be created.

1. Step 1 (Instructor): Fill out an online questionnaire (**form 1.a**), containing all current step 2 checklist information (). Instructors will list their training and/or attach their certificates. (Accreditation standard A)
 - a. If their score $\geq 90\%$, then an email is automatically sent to the DE leads, Chair, and Dean to schedule their hands-on assessment.
 - b. If their score $< 90\%$, then the instructor receives an automated recommendation for training based on responses.
 2. Step 2 (DE Leads): DE leads or a designated member of ETC will meet with the instructor to complete a hands-on assessment and discuss accessibility requirements and standards from responses to form 1.a (**form 1.b**), containing current step 2 checklist.
 - . If their score = 100%, then DE Leads create a Canvas shell for the instructor to begin designing their DE course.
 - a. If their score $< 100\%$, then DE Leads recommend training based on needs.
 3. Step 3 (Instructors): After completing Canvas course development, the instructor will fill out an online checklist (**form 2a**), containing all of the [required OEI course criteria](#) and information for course review.
 - . If complete, then notification is automatically sent to DE lead that the instructor is ready for evaluation (step 4).
 - a. If incomplete, then notification for suggested training is provided.
- i. The instructor must revise the course and resubmit the online checklist (form 2a).

4. Step 4 (ETC): ETC reviews course using [required OEl course criteria \(form 2b\)](#). (**How much content?**)
 - a. If ETC determines that the instructor has met the course criteria, , then the instructor is approved to teach online.
 - b. If ETC does not think that the instructor has sufficiently met the course criteria, then , training is suggested and the course must be revised and resubmitted according to step 3. Email is sent from ETC as approved/not approved. If not approved, instructions to meet with Chair and/or Dean regarding continuing the process.