

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

**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 online questionnaire (**form 1.a**), containing all current step 2 checklist information (no written response, but affirmations for accessibility and contact).
  - a) If their score  $\geq 90\%$ , then an email is automatically sent to the DE leads 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 meet with instructor to complete hands-on assessment (**form 1.b**), containing current step 2 checklist.
  - a) If their score = 100%, then DE Leads create a Canvas shell for instructor to begin designing their DE course.
  - b) If their score  $< 100\%$ , then DE Leads recommend training based on needs.
- 3) Step 3 (Instructors): After completing Canvas course development, instructor will fill out an online checklist (**form 2a**), containing all of the [required OEI course criteria](#) and information for course review.
  - a) If complete, then notification is automatically sent to DE lead that the instructor is ready for evaluation (step 3).
  - b) If incomplete, then notification for suggested training is provided.
    - i) Instructor must revise course and resubmit online checklist (form 2a).
- 4) Step 4 (ETC): ETC reviews course using [required OEI course criteria](#) (**form 2b**).
  - a) If ETC moves to approve the course, the instructor is approved to teach online.

- b) If ETC does not move for approval, training is suggested and course must be revised and resubmitted according to step 3.