Distance Education Curriculum Support Process

First-Time Instructors (have **NOT** previously taught online at Chabot)

- Instructor considering teaching an online course
  - Has Instructor successfully taught an online course at Chabot?
    - Yes: Instructor creates Proposal and Tracking Form Packages
    - No: Developing and Mentoring Process Begins
      - Instructor meets with Instructional Designer
      - Instructor attends Blackboard Training Workshop
      - Instructor considers taking Online classes
  - No: Developing and Mentoring Process Begins
    - Instructor considers taking Online classes
    - Instructor attends Blackboard Training Workshop
    - Instructor considers online Certificate Program
    - Technology Skills Assessment
      - Assessment Review Feedback
      - Redesign Course As Needed
      - Instructor presents at least 2 weeks of course content In Blackboard to DECSC
        - Recommend Redesign if Key elements are missing Or incomplete

Experienced Instructor (taught Online at Chabot)

- Yes: Instructor meets with Instructional Designer
- No: Technology Skills Assessment
  - Assessment Review Feedback
  - Redesign Course As Needed
  - Instructor presents at least 2 weeks of course content In Blackboard to DECSC
    - Recommend Redesign if Key elements are missing Or incomplete

DECSC Recommendations

- DECSC Chair Sign Off

Formal Curriculum Committee Approval

- Checklist signed off 2 wks Prior to course going online
  - DECSC continues the Mentoring support
  - Follow-Up Evaluation: Check Signed off 2 wks Prior to course going online
  - Preliminary Evaluation: Check Signed off 2 wks Prior to course going online
  - Instructor presents at least 2 weeks of course content In Blackboard to DECSC
    - Recommend Redesign if Key elements are missing Or incomplete
  - Instructor meets with Instructional Designer
  - Technology Skills Assessment
    - Assessment Review Feedback
    - Redesign Course As Needed
    - Instructor presents at least 2 weeks of course content In Blackboard to DECSC
      - Recommend Redesign if Key elements are missing Or incomplete

FAST TRACK

- Instructor meets with Instructional Designer
  - Technology Skills Assessment
    - Assessment Review Feedback
    - Redesign Course As Needed
    - Instructor presents at least 2 weeks of course content In Blackboard to DECSC
      - Recommend Redesign if Key elements are missing Or incomplete