



COLLEGE of CENTRAL FLORIDA

ADMINISTRATIVE PROCEDURE

Title: Development of Online and Hybrid Courses	
Page 1 of 2	Implementing Procedure For Policy – N/A
Date Approved/Revised: 4/23/08, 4/07/21	Division: Academic Affairs

1. All decisions regarding the need for online courses will continue to be made within each department.
2. At the beginning of each academic term, each department will determine which courses need to be developed during that term for delivery the following term. Departments will also determine who will develop the courses.
3. The faculty member will complete an application. Applications are available on the Intranet under Forms - Faculty. The deadline for applications will be one month after the start of each term.
4. The completed application, signed by the Program Manager/Department Chair and the Dean, will be submitted to the Director for E-Learning in both hard copy and electronic format.
5. The Director for E-Learning will distribute the electronic copy to the E-Learning Committee members for their review and recommendation. If the committee recommends approval, the dean will sign the application and send it forward to the Vice President for Academic Affairs for final approval.
6. When the faculty member is notified of approval by the VP, he/she will sign up for a series of workshops to be conducted in the Professional Development Center (PDC). During these workshops, the faculty member, along with a development team consisting of PDC and E-Learning staff, will actually develop the designated online course from start to finish. The workshops will include but not be limited to the following components:
 - Technical training in the Canvas LMS as needed
 - Instructional design training
 - Criteria for effective online courses
 - Assistance with converting traditional class materials and activities into an online format.
 - Utilization of learning object repositories
 - Use of software designed for development of online courses.

Vice President, Academic Affairs		Date:
Approved by President		Date: