

### *DISTANCE EDUCATION AND THE TEACHING AND LEARNING CENTER*

Distance Education courses offer students an educational opportunity equivalent to traditional face-to-face classes. Brookdale Community College is committed to supporting distance education courses and programs. Distance education courses are defined as online, hybrid, Telecourses and ITV. A hybrid course combines face-to-face instruction and up to 50% online instruction.

#### **Steps to develop an online version of an existing course, a new online course or hybrid course and/or to teach an online or hybrid course:**

- Approval must be obtained to develop an online course in accordance with Article 25.3 of the Faculty Association Agreement. The Online Course Proposal Form is available on the Distance Education Web Page on the Brookdale Web Site and on the Academic Affairs Web Site.
- The College will identify courses and programs to be converted for online delivery. Individual faculty members and academic departments may also propose courses for conversion.
- Development of an online version of an existing course or a new online course starts with a discussion with the Director of the Teaching and Learning center, then must be approved by the Department Chair, Division Chair, Dean of Academic Chair, and Executive Vice President-Educational Services. Funding may be available on request from Brookdale Innovation Grants or Curriculum Development Proposals.
- Instructors should plan on taking several months to complete the process for course development and training. Developing an online course requires planning, collaboration and communication with the Department Chair, Division Chair and the Teaching and Learning Center.
- Online courses are to be developed in accordance with the Quality Matters Rubric and are to be maintained on the College Server.
- Instructors developing or assigned to teach an online or hybrid course are required to complete a formal training program and enroll in the Teaching and Learning Center course, "Online Teaching & Learning: Systems and Students".

For more information on the Quality Matters Rubric, Online and Hybrid Course Development and the Brookdale Community College Distance Education Guiding Principles contact the Teaching and Learning Center Director Norah Kerr-McCurry at [nkerr-mccurry@brookdalecc.edu](mailto:nkerr-mccurry@brookdalecc.edu), ext. 2628.