

# Distance Learning Development Process

The following steps, reflected by the chart on the next page, can serve as a guide as you develop a distance-learning course.

1. To start the process, you can obtain a copy of the Instructional Computing Project Form (ICPF) from the Educational Technology Center (Ed Tech Center, located in LIB 375). The form is also available on the web at <http://web.jccc.net/edtech/projects/>. Be sure to also obtain a copy of the Brainstorming Checklist. If you have questions on the process, contact the Academic Director (Jonathan Bacon ext. 3530) of the Ed Tech Center.
2. In addition to brainstorming with your colleagues who have distance-learning experience, several groups at JCCC are available to assist you in defining and developing your proposal for a distance-learning course. You are invited to brainstorm with any of the following technical support and service areas:
  - a. Academic Computing Services for network and student support issues,
  - b. Center for Teaching & Learning for course design assistance,
  - c. Ed Tech Center for course development and faculty support issues,
  - d. Library Services for online resources and library resource issues,
  - e. Staff and Organizational Development for training and staff development issues,
  - f. Television Services for video segments and telecourse support or development issues.

Note: The Brainstorming Checklist, available in the Ed Tech Center, includes suggestions related to brainstorming topics and JCCC contacts for each topic.

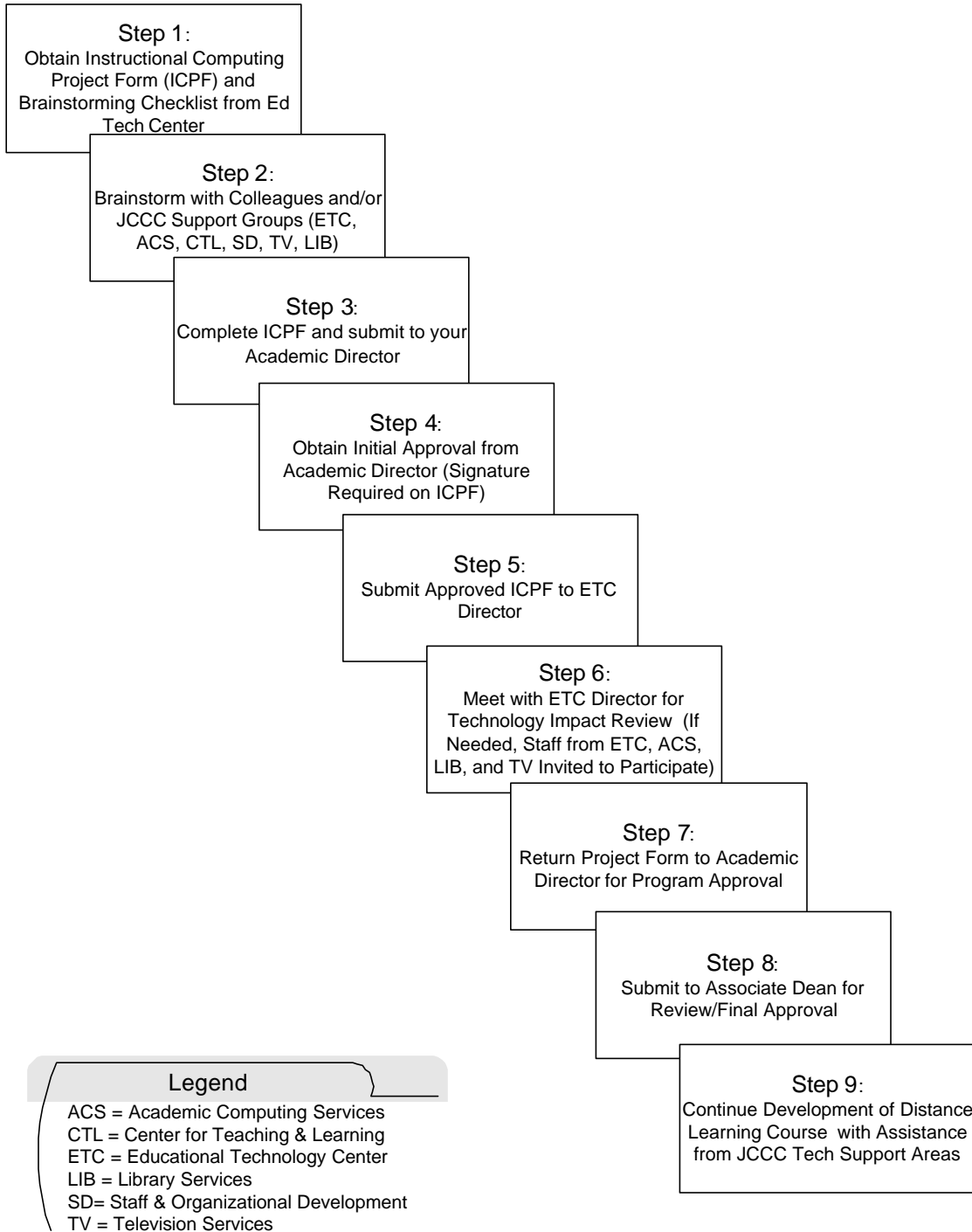
3. Complete the first 3 pages of the ICPF and then submit the form to your Academic Director.
4. Once your Academic Director approves the project, he or she will sign the ICPF.
5. Return the completed and signed ICPF to the Ed Tech Center.
6. Depending on the technical and support requirements of your distance-learning project, the Academic Director of the Ed Tech Center may schedule a Technology Impact Review meeting. This meeting is scheduled to assure that campus resources and support are available to assist you with the successful development and implementation of your distance-learning course. Support areas that may be involved in the meeting include Academic Computing Services, the Ed Tech Center, Library Services, Staff and Organizational Development, and Television Services.
7. The Academic Director of the Ed Tech Center will forward the completed ICPF (including technical review notes and any suggested changes that you have made after the Technology Impact Review meeting) to your Academic Director for final program-level approval.
8. Your Academic Director will forward a copy of the ICPF to your Associate Dean for review. If the project requires release time, extra compensation, or extraordinary support, your Associate Dean will obtain approval from the Council of Instructional Division Administrators (CIDA).
9. When the Academic Director of the Ed Tech Center receives final approval, assistance for the development of your distance-learning course will be available.

# Distance Learning Development Process

Revised

2/8/2001

New & Modified DL  
Course Process



## Brainstorming Checklist

Prior to completing the Instructional Computing Project Form, you are invited to review the following checklist of questions. Several areas of the College are available to assist you in exploring the feasibility of developing a new distance-learning course or converting an existing face-to-face course to a distance learning course.

- **Are you unsure where to start?**  
Check with your Academic Director or the Director of the Educational Technology Center (Jonathan Bacon ext. 3530).
- **Is support available from your department, if needed (release time, other)?**  
Check with your Academic Director.
- **Do you want or need training (Web Authoring, WebCT, Microsoft Office, Other)?**  
Check with Staff & Organizational Development (Ed Lovitt Ext. 3975) or the Director of the Educational Technology Center (Jonathan Bacon ext. 3530).
- **Would you like to brainstorm on topics and tools related to technology?**  
Check with the Educational Technology Center (Jonathan Bacon ext. 3530) or Academic Computing Services (Alan Swarts ext. 2525).
- **Want to discuss how students get email or other student technical support issues?**  
Check with Academic Computing Services (Alan Swarts ext. 2525).
- **Would you like to brainstorm on topics related to pedagogy?**  
Check with the Faculty Director of the Center for Teaching & Learning (Mary Smith ext. 3143).
- **Want to explore offering a new telecourse or incorporating video segments in your DL course?**  
Check with the Academic Director of Television Services (Mike Waugh, ext. 3347).
- **Want to determine if an e-Pack is available for your proposed distance-learning course?**  
Check with the Director of the Educational Technology Center (Jonathan Bacon ext. 3530).
- **Want or need help with course design?**  
Check with the Faculty Director of the Center for Teaching & Learning (Mary Smith ext. 3143).
- **Want or need help with graphic design or interface design for your online course?**  
Check with the Director of the Educational Technology Center (Jonathan Bacon ext. 3530).
- **Are you sure Library resources are available for the proposed course?**  
Check with Library Services (Deb Ludwig ext. 4151).
- **Want to discuss the range of student services available for distance learning students?**  
Check with the Student Success Center (Dick Vallandingham ext. 3993).
- **Other questions or topics you want to explore?**  
Check with your Academic Director or the Director of the Educational Technology Center (Jonathan Bacon ext. 3530).