



Operating Protocol-Procedure #: 615

Category: Instruction

Office of Primary Responsibility: Office of the Chief Academic Officer

Approval Date: 8/31/15

Effective Date: 8/31/15

Revised:

Purpose (Clearly state the rationale and purpose for this Operating Protocol)

To clearly outline the cycle that an approved, fully developed online course must follow throughout the semester.

Applicability (Identify to whom this Operating Protocol applies)

Faculty and instructors

Definitions (Define abbreviations, acronyms, and technical terms)

LMS – Learning Management Systems

References (List any related references such as State Board policies, state statutes, accreditation regulations, etc.)

[PCC Full Online Course Guide](#) (U:\myPCC eLearning Documents)
[Quality Assurance Standards](#) (Section 4 of “PCC Full Online Course Guide”)

Attachments (List any supporting documents related to this Operating Protocol/procedure including a process flow chart, if applicable)

[Flow Chart – Full Online Course Offering Cycle](#)

Operating Protocol (Please provide the statement of Operating Protocol. The Operating Protocol statement is the governing rule, principle, plan, or understanding that guides the procedure)

Before an online course can be offered, it must be approved and meet the quality assurance standards for fully-online courses. Once a course has been approved and met the quality assurance standards, the faculty or instructor responsible for the class must adhere to the cycle listed below for the offering of the online course.

Procedure

The following cycle outlines the process for the offering of the online course throughout the semester:

- One month before the new semester begins, all course shells will be available in the LMS. Faculty/instructors may begin copying the content into the course shells.
- Two weeks before the semester begins, the myPCC eLearning office sends out the *Semester Guide and Checklist* to online faculty/instructors.
- One week before the semester begins, online faculty/instructors are to finish copying the content into the new semester course shell.
 - Using the *Semester Guide and Checklist*, the faculty/instructor verifies that the course includes the administrative, social, instructional strategies, and technical requirements outlined in the checklist and corrects any errors.
 - The faculty/instructor checks the course for ADA compliance and makes changes as needed.



- During the semester, the myPCC eLearning office will review all online courses for rigor, best practices, and quality assurance standards, and provide feedback to faculty/instructors.
- Based on feedback, the faculty/instructor makes the changes to the course. The myPCC eLearning office will offer their assistance.
- If the faculty/instructor does not comply with any request for correction from the myPCC eLearning office, the department chair, dean, and Chief Academic Office will be notified of the non-compliance issue. If the faculty/instructor continues to be non-compliant, he/she will not be allowed to teach the online course again until he/she has complied with the request for change.