



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

## Guidelines for Developing an Online Course

1) **If interested in developing an Online Course, please contact the Office of Distance Learning (ODL)** to speak to one of the instructional designers:

Charlene Stubblefield (email: [cjstubblefield@pvamu.edu](mailto:cjstubblefield@pvamu.edu); phone: 936-261-3282) or  
Major Stewart (email: [mjstewart@pvamu.edu](mailto:mjstewart@pvamu.edu); phone: 936-261-3290).

- a) Please be prepared to discuss your course, the semester you will teach the course online, and your development schedule.
- b) At this point you will receive more information about the Prairie View A&M University (PVAMU) and Texas A&M University System policies and rules regarding distance learning, course development, and copyright information.
- c) Schedule training and/or consultation with an instructional designer.
- d) Please be aware that PVAMU faculty members are required to use WebCT for all online courses.

2) **Develop online course - IMPORTANT NOTE:** The approval form must be submitted and course development must be completed **at least one semester before** the semester in which the course is to be delivered. Courses slated for online delivery in the fall must be complete - with approval forms - by the previous spring (see table below for deadlines).

Semester of new Online Course delivery:	Deadline for completion of course development and submission of approval forms (if the 1 <sup>st</sup> falls on a weekend, the deadline will be the following Monday):
Spring	December 1
Summer	April 1
Fall	May 1

The steps for developing an online course are listed below:

- a) Assemble course materials. If training is required, please assemble materials for one unit **before** attending training and bring those materials to the session. Course materials include:
  - i) The Official Course Syllabus
  - ii) The types of documents related to one unit that may include:
    - (1) Lectures
    - (2) Assignments
    - (3) Discussion Topics
    - (4) Study Guides
    - (5) Exams (not necessary for introductory training session)
  - iii) Course schedule (should be a separate document from the syllabus)
  - iv) Media Files (if applicable)
    - (1) Video files
    - (2) Sound files
    - (3) Image files
  - v) Be sure to bring materials on a flash drive (USB drive), CD, or floppy disk
- b) Attend training. Training and consultation sessions are very important because they help to establish a productive working relationship between university faculty members and the ODL staff. The ODL staff is prepared to assist faculty during the entire development, certification, and delivery processes.
  - i) After scheduling the training or consultation session, development space on the course management system (WebCT) server will be created for the course.
  - ii) Certification is **required** for faculty members who intend to teach online courses here at PVAMU.

- 3) **Obtain approval** to teach the online course from College Dean or Department Head.
  - a) Complete course approval forms
  - b) Submit signed course approval forms to the Office of Distance Learning (ODL)
  
- 4) **Course Review. Important note:** Be sure to allow adequate review time for the course prior to the semester in which the course is to be delivered.
  - a) Notify the ODL when course development is complete and submit the signed Course Approval form. To complete the course approval form, please perform the following:
    - i) Peer review: The course content must be approved by the department's curriculum committee. At this point, issues such as the course syllabus, subject matter, grammar, and organization are reviewed. After successful review, the curriculum committee chair signs the appropriate line on the course approval form.
    - ii) Department Head review: The department reviews the course and ensures that the answers to the questions in the self-study above are accurate and truthful. After successful review, the department head signs the appropriate line on the course approval form.
    - iii) Dean's Approval: The dean reviews the self study. If the dean concurs with the recommendation of the curriculum committee and department head, he or she signs the appropriate line on the course approval form. The college dean may require a college-level committee to review the course and provide recommendations.
  - b) The Distance Learning Council (DLC) reviews the course and votes on whether or not to approve it.
    - i) The course can be approved as-is or with modifications
    - ii) If modifications are required, the designer/faculty member will be notified and the course will be reviewed again after modifications are made.
  - c) Once the DLC approves the course, the course documentation is forwarded to the Office for Academic and Student Affairs for approval.
    - i) Once approved by the Office for Academic and Student Affairs, the course documentation is forwarded to the University Registrar.
    - ii) The Registrar then adds the approved course to the university course inventory.  
Notes: 1) In addition to the current cost per semester credit hour, students are currently charged \$35.00 per credit hour for online courses (eg: a three semester hour course would cost an additional \$105.00). 2) Any student name changes **must** be made through the Registrar's office.

**5) Release time**

Release time is to be provided to PVAMU faculty who develop and teach a course which has not been previously delivered online. As stated in the Distance Learning Plan (found on the PVAMU website at: ([http://dl.pvamu.edu/dl\\_website/pdfz/DistanceLearningPlan2005A-revised.pdf](http://dl.pvamu.edu/dl_website/pdfz/DistanceLearningPlan2005A-revised.pdf)) "The assigned faculty member will receive a one-course reduction for the semester in which the development/conversion occurs. In addition, the faculty member presenting the course for the first time will receive a one-course reduction."

Release time is not provided for duplicate course development. A statement on release time can also be found in the [PVAMU Finance and Administration Administrative Procedures Manual 80.06.3\(Procedures\).3.3](#).

**6) Course Delivery**

Please remember to obtain as much feedback from your students during the course as you can so that adjustments can be made if necessary. Student feedback is very important to the process of making the course as effective and engaging as possible.