

New Course Development Proposal

Use the provided checklist to complete this form and return to your Division Dean for approval to begin the development process.

Course Name: _____ IAI Articulation Yes No

Course Prefix/Number: _____ Credit Hours: _____ Format: Traditional Online Hybrid Other

Division: _____ Semester/Year _____

Please attach a description of Course to be developed:

If enrollment is insufficient to run the course, I will be willing to teach the course at the tutorial rate. Yes No

Approval to Develop Course

Completion of Steps 1-6

Instructor Signature Date

Sent to Faculty for Review on: _____

Division Dean Signature Date

Academic Affairs Approval Date: _____

VP of Academic Affairs Signature Date

Approval of Developed Course

Completion of Approval to Pay Steps 1-6

Academic Affairs Approval Date: _____

ICCB/IBHE Approval Date: _____

Pay Authorization

Completion of Approval for Pay Step 7

To receive development fees, please submit to your Dean the following:

Specific Educational Material Developed: Course Outline, Master Syllabus, Credit Hour Review, lectures, handouts, quizzes, testing procedures, contact information, opening announcements, etc.

Instructor Signature Date

Division Dean Signature Date

Entered in Payroll on: _____

_____ Date

VP of Academic Affairs Signature Date

New Course Development Checklist

Approval to Develop

- Step 1** Provide need, cost, who's served and effect on College enrollment to the Division Dean.
- Step 2** Discuss proposal with program faculty. Date Completed: _____
- Step 3** Discuss proposal with Dean and Advisory Board (if appropriate). Date Completed: _____
- Step 4** Complete New Course Development Proposal Form, if Dean supports.
- Step 5** Academic Affairs Office presents New Course Development Proposal Form to all faculty for comments.
- Step 6** Dean presents proposal and Vice President of Academic Affairs presents faculty input at Academic Affairs.

Approval to Pay

- Step 1** Faculty provides the Master Syllabus and Credit Hour Review to Dean.
- Step 2** Dean presents the Master Syllabus and Credit Hour Review to Academic Affairs.
- Step 3** Dean works with Transfer Coordinator for IAI approval and/or Articulation if applicable.
- Step 4** Dean/Faculty works with Institutional Research on ICCB/IBHE Approval Prep (Form 11 prepared)
- Step 5** ICCB/IBHE request submitted. Approval usually is granted within two weeks.
- Step 6** Institutional Research department places information for the new course in Colleague. Deans request the new course to be placed in Catalog.
- Step 7** Dean submits completed New Course Development Proposal to Academic Affairs Office for Pay Authorization. (**Note: Faculty are not paid until after all materials are provided and the course has been taught once.**) To receive development fees, please submit your Blackboard archive shell to your Dean with the course outline, opening announcements, contact information, etc. Additionally, within the Contents Collection of Blackboard, Credit Hour form, upload lectures, handouts, quizzes, exams, etc.