Electronic Course Approval & Delivery Process

In the Summer 2012, University of North Texas submitted its Institutional Plan for Distance Learning to the Texas Higher Education Coordinating Board. The THECB required that we include a course approval and delivery process. The process outlined in this document will help ensure that UNT Dallas fulfills the requirements of THECB and SACS and that UNT Dallas employs best practices and standards in distance learning. This process is applicable to UNT Dallas courses, as follows:

- Courses greater than 49%. Complete process required
- Courses 30%-49% online (Fall/Spring approximately 9 classes conducted online). Steps 1 and 5 are required
- Courses less than < 30% online. Not required

The steps are as follows:

1. Faculty Member requests and receives permission to develop electronic course.
2. The Office of Distance Learning & Instructional Technologies (DLIT) and faculty establish deadlines and deliverables for developing course
3. DLIT and faculty member document quality of existing course using the following standards
   - UNT Dallas Multimedia Checklist
   - Quality Matters Rubric
   - THECB Principles of Good Practice
4. Faculty member and DLIT employees complete course development process. As a result of the development process, two deliverables will be created
   - Course Planning Matrix
   - Course Blueprint
5. DLIT and faculty member document quality of revised or final course using the following standards
   - UNT Dallas Multimedia Checklist
   - Quality Matters Rubric
   - THECB Principles of Good Practice
6. Faculty Member requests and receives permission to develop electronic course.

(NOTE: Please note that if the course is planned to be less than 50% at a distance step 1 will be modified and step 4-6 will be implemented by the request of the academic program.)