

Preparing Online, Enhanced, and ITV Courses for New Terms

Process Guide

The process of course preparation is important in ensuring that Texas A&M University-Commerce students have access to quality and up-to-date instructional content on the first day of the course and term. In partnership with Academic Affairs, the course preparation process has been reviewed as a means of continuous improvement. The below updated process includes instructions and due dates for faculty, adjunct faculty, and staff involved in the preparation and instruction of online, enhanced, and ITV courses.

The Faculty Center for Teaching with Technology (FCTT) team of experts in multimedia, instructional technology, and online course design is available to assist you with questions related to the process outlined below and with the following:

- Course design and redesign
- Universal accessibility for online course delivery
- Classroom technology instructional support and consultations
- Interactive television classroom support
- Instructional video production
- Web conferencing training and support
- Faculty website design, training, and support
- Instructional pilots

Definitions:

Online courses are those with a “W” in the section field.

Enhanced courses are courses with no “W” in the section field, i.e. 001, 01E

ITV courses have an “R” or “S” in the section field.

INSTRUCTIONS FOR NEW FACULTY AND NEW COURSE DEVELOPMENTS

1. *(New Faculty) Required Training*

Full time and adjunct faculty who are teaching online or enhanced courses and using eCollege for the first time at A&M-Commerce are required to complete the online training course *Introduction to Online Instruction*.

New full time and adjunct faculty members are to:

- Enroll in *Introduction to Online Instruction* training the term prior to the start of the assigned term.
- Complete the *Introduction to Online Instruction* training at least three weeks prior to the start of the assigned term.

The successful completion of the training is required before a course shell is copied to the new term. To enroll in the training, contact the FCTT at online@tamuc.edu.

2. *New Online Course Development*

Develop a new online course one term ahead of the scheduled live term. New course development timeline:

Development Term	Term Course Scheduled
Spring	May Mini
Spring	Summer I
Spring	Summer II
Summer	Fall
Fall	Spring
Spring	Summer I & II
Summer	Fall

INSTRUCTIONS FOR ALL FACULTY TEACHING ONLINE OR ENHANCED COURSES

STEP 1: Submit Course Copy Request

IMPORTANT: Course copy requests are **DUE three weeks prior to the end of each Spring and Fall term.**

This means that May Mini, Summer I, Summer II, August Mini and Fall 2014 term course copy requests are DUE three weeks prior to the end of the Spring term. Course copies for the Winter Mini and Spring 2015 terms are DUE 3 weeks prior to the end of the fall term.

Students are enrolled in online and enhanced courses 14 days prior to the start of the term. The courses appear in the eCollege myCourses list for each student; however, the students do not have access to the content until the first day of the term.

Term	Term Start Date	Course Copy Deadline
May Mini 2014	May 12	April 18
Summer I 2014	June 2	April 18
Summer II 2014	July 7	April 18
August Mini 2014	August	April 18
Fall 2014	August	April 18
Winter Mini 2015	December	Week 14 of fall term
Spring 2015	January	Week 14 of fall term

1A. Submit an online course copy request as soon as the *Schedule of Classes* is posted on the A&M-Commerce website (Link to schedule: <http://appsprod.tamuc.edu/Schedule/Schedule.aspx>).

- Faculty members of record, as indicated on the *Schedule of Classes*, are to electronically request a copy of an online or enhanced course from a prior term or a new course shell. Accuracy of information submitted is critical. Compare course numbers, terms, and section numbers to *Schedule of Classes* to assure all information is correct and complete. (**NOTE:** Online and enhanced courses are not created for the new term until the faculty of record submits the electronic request.)
- Staff assigned courses will not be copied until the staff member is assigned to the course as instructor, evidenced by the faculty member's name showing with the assigned course(s) in the *Schedule of Classes* found on the University web page.

The online course copy request form is available online at:

<http://web.tamuc.edu/facultyStaffServices/facultyCenterForTeachingWithTechnology/instructionalDesign/courseShellRequests/default.aspx>



Course Name	Term to be	Year to be	Call # for	Course Title	Section
(ex: Hist 121)	Copied	Copied	New Term	(ex: U.S. History)	Number
	(ex: Spring)	(ex: 2010)	(ex: 80491)		(New Term)
	From: SELECT v	YEAR v			
	To: SELECT v	YEAR v			

1B. Combining two or more sections in eCollege **must** be requested on the initial course copy request. To combine (cross-list) courses, include a statement in the comments section at the time of request with the courses' CRN to be combined. Courses will **not** be cross-listed after courses are populated with students. (NOTE: Online (W) courses offered in the same term may be combined. Enhanced (E) courses offered in the same term may be combined. Online(W) and Enhanced (E) courses cannot be combined into one eCollege course.)

STEP 2: Adding TA/GA/Interns

After the Course Copy Request has been processed, faculty may request course access for their Teaching Assistants (TA), Graduate Assistants (GA), and Interns. TAs, GAs, and Interns must complete FERPA training and be approved by the College Dean before the FCTT can process the request.

1. Faculty members direct their request, by email, to their College Dean or designee for approval. Students are **not** permitted to submit this request.
2. The approval should be forwarded to online@tamuc.edu. Include in the email:
 - a. Approval from the College Dean
 - b. Course ID, number, and section
 - c. Faculty name
 - d. Student ID and name
3. FCTT will provide the GA/TA or Intern access once approval has been received. The FCTT will notify the faculty once the process has been completed.

STEP 3: Accommodations for Students with Disabilities

All courses should be developed based on universal accessibility principles. The FCTT website contains information and resources on accessibility for online courses. (Link to checklist:

http://web.tamuc.edu/facultyStaffServices/facultyCenterForTeachingWithTechnology/_documents/AccessibilityChecklist.pdf)

3A. The Student Disability Resources and Services Department contacts the FCTT when a course needs to be reviewed to meet the universal accessibility standards. The FCTT then works with the instructor to make the needed modifications prior to the start of term.

3B. Students taking online or enhanced courses may have accommodations for extended time on tests. Student Disability Resources and Services provide an accommodations letter to this effect. Faculty members are requested to forward this letter electronically to extendtime@tamuc.edu for processing the extended time in eCollege for the student.

STEP 4: Update Course Content

Prior to the first day of class, faculty should review and update the course content in consideration of the following:

1. Assure faculty have access to the course
2. Identify all students are enrolled in the course
3. Include syllabus for current term
4. Update calendar dates for the term
5. Test links to external resources

INSTRUCTIONS FOR SETTING UP INTERACTIVE VIDEO CONFERENCE CLASSES (ITV)

ITV classes require specialized equipment and extensive coordination with other campuses and institutions. Due dates for submitting requests are the same as for online and enhanced courses.

Term	Term Start Date	Course Request Deadline
May Mini 2014	May 12	April 18
Summer I 2014	June 2	April 18
Summer II 2014	July 7	April 18
Fall 2014	August	April 18

The FCTT offers one-on-one training sessions for faculty teaching an ITV courses as one-on-one sessions. These sessions are conducted in the instructor's assigned classroom to best emulate the teaching experience. Instructors are encouraged to attend a training session at least one week prior to the start of term.