

OFFICE USE, please check all that apply:

- instructor has taught online at MCC before
- instructor has passed Angel Proficiency (date: _____)
- instructor has already developed an online course at MCC

Priority Decision (DE Department)

- 5 – Course development high priority
- 3 – Course development can be deferred
- 1 – Not a priority

Ranking _____

Online Course Development:

Determination of Need

Form to be completed by instructor initiating course. Next steps:

- completion of ANGEL proficiency training
- course development
- proposal form for online course development

Date: _____

Instructor name: _____

Name of online course to be developed: _____

Number of course to be developed: _____

Anticipated delivery date: _____

Course description

Rationale

Why do you want to develop this course online? Has it been offered as a web-enhanced course or hybrid course?

Course history

How long has this course been offered traditionally? Is this course offered as a telecourse?

Enrollment history

Student enrollment data: Enrollment past 3 years _____

Enrollment past year _____

Division/Department feedback

Is this course part of:

- an online degree program? a consortium degree program? a certificate?

The proposed online course was discussed with department colleagues on _____ [date] and approved:

department chair signature

The proposed online course was discussed at the _____ [date] division meeting and approved:

division dean signature

Supervisor of Distance Education
signature

Vice President for Learning and
Student Support Services signature