

Approval Process for Courses

Brightspace Mechanics

All faculty must complete ALL sections of Brightspace Mechanics.



Proposal To Develop

This is on the course level, not on the section level. Instructional Council approves the Instructional Method for a course.



Teaching Online: Fundamentals

All faculty must complete Teaching Online: Fundamentals.



Additional Courses: Blendsync & Hyflex

For instructors teaching Blendsync and Hyflex they must take additional courses on top of Teaching Online: Fundamentals.
Blendsync (Zoom and Camtasia/YuJa)
Hyflex (Zoom, Camtasia/YuJa and Hyflex design/managment)



Principles of Good Practice

The Principles of Good Practice form must be completed by the instructor when at least 50% of a Blended, Blendsync, Online and Hyflex course is completed. (Submit to CTL) The PGP must be approved by the Dean before the class is added to the schedule. (If an instructor is using an already approved course from another instructor, they can just complete the addendum form.)