Title: Scaffolds/Tiers for Access to Quality e-Learning Course Development

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Purpose:

Classification of each electronic course will establish guidelines in an effort to substantiate defined levels of completeness, credentials, standardization, and validity. Additional factors such as availability, marketing, and distribution will be taken into consideration in the classification matrix.

Partnership:

The LCTCS shall participate with the SREB under direction of the Board of Regents and the Department of Education. The SREB is a consortium of member states to host educational programs from pre-kindergarten to graduate school.

Framework:

In order to coordinate courses being offered electronically, each institution need to adopt a framework of accepting courses from faculty. The following is a suggested framework of course submission:

1. Faculty should submit a request to the Course Management System (CMS) Administrator for an Instructor ID. The request should indicate the full name of the instructor, Institution Employed, Office Phone Number, Last Two Digits of SSN, and Number of Training Hours.
2. CMS Administrator shall issue Instructor ID’s according to request and verification of credentials. Information shall be forward to the instructor.
3. Faculty shall notify their Division Chair or Department Head of intent to develop a course. The department leadership shall sign the *intent to offer a course* form. A copy shall be forwarded to the online Course Management Contact Person (CMCP) and the Electronic Learning Program Coordinator (ELPC).
4. CMCP and ELPC shall work with Dean of Instruction and/or Chief Academic Officer to work out the logistics of developing and offering the course.
5. Dean of Instruction and or Chief Academic Officer shall approve the request to offer a course and schedule time for release to develop and activate course for next semester offering.
6. ELPC shall submit approved request to CMS Administrator for creation or activation. The course shall be classified at the time of approval according to Classification Matrix.

7. Online CMCP shall coordinate with appropriate academic officer in reporting to the SREB/SREC, Board of Regents, and Department of Education all courses that meet their requirements.

Classification Matrix/Tier Rating System:

A rating scale will be used to determine the classification of each electronic course. A numbering system from One to Three will be used to evaluate courses.

1. A **Classification of Three** is the highest level of achievement and indicates that the course is of the highest caliber. These courses closely follow the standard of Best Practices as established by SREB electronic campus initiatives (www.ecinitiatives.org/publications/principle.asp)
   a. Course has been reported as 100% electronically delivered to the proper System, Board, or Accrediting Agency.
   b. When Instructor of Record has completed appropriate training as outlined by the Institution and has taught courses in appropriate electronic modality (ex. Online, compressed video) for at least 3 semesters.
   c. E-Learning Coordinator verifies content with the Standards of Best Practices.
   d. A Quality Assurance Committee has reviewed and approved the course. The Quality Assurance Committee shall consist of the instructor, department or division chair, electronic learning coordinator, and the Chief Academic Officer or their appointee.

2. A **Classification of Two** indicates that the course is a hybrid/enhanced course that is offered locally by campus or college.
   a. Course has been reported to the proper System, Board or Accrediting Agency.
   b. When Instructor of Record has completed appropriate training as outlined by the institution and has taught courses in the appropriate electronic modality (ex. Online, compressed video) for at least 3 semesters.
   c. A Quality Assurance Committee has reviewed course. The Quality Assurance committee shall consist of the instructor, department or division chair, electronic learning coordinator, & the Chief Academic Officer or their appointee.

3. A **Classification of One** is the lowest level of achievement.
   a. Course has not been reported to the proper System, Board, or Accrediting Agency.
   b. Instructor of Record is in the process of receiving training appropriate to the given electronic modality as outlined by the Institution.
   c. Course is being used to enhance a traditional classroom course, **or**
   d. At a minimum, the course has a syllabus and a grade book,
   e. Course is in development, and or no student enrollment.