# Imperial Valley College – Distance Education – Course Development Process

1. Prior to teaching online at IVC, any faculty member interested in developing a course for online/hybrid delivery must successfully complete the current IVC approved DE training course.
2. DE Addendum to Course Outline of Record
   A. If the course wanting to be developed does not have a DE Addendum, then in a discipline faculty meeting, the interested faculty member should present the topic of adding a DE Addendum to the course in question. In this meeting, the viability of the course in question to be developed online should be discussed including if the course's pedagogy is suitable for online delivery. If the disciplined faculty agree with the addition of the DE Addendum, the proper steps are followed to add the DE Addendum.  After the DE Addendum is added to the course, continue to step 3.
   B. If the course already has a DE Addendum, skip step 2, continue to step 3.
3. The interested faculty will contact the DE Coordinator to schedule a meeting. At the meeting, the DE Coordinator will place the faculty member on the course development schedule and discuss the development process for new online/hybrid course(s). The DE Coordinator will then email the department full-time faculty, Chair and Dean notifying them of the course development.
4. No later than six (6) weeks prior to the start of priority registration, faculty must develop at least the first half of the new online/hybrid course(s), based on a standard academic semester for revision and approval through the Distance Education Evaluation Team (i.e., the first eight weeks of a 16-week course). As soon as the course is ready for review, faculty will contact the DE Coordinator to schedule the course evaluation. The DE Evaluation team will need access to the course, a copy of the Course Map, and a copy of the Course Syllabus.
5. All courses must obtain a score of "Satisfactory" or higher in all areas of the IVC Distance Education Course Evaluation form, and the course must meet the accessibility requirements of Section 508.

Other Criteria:

- This process is for both full-time and part-time faculty.
- In any given semester, online/hybrid course offering are determined by the Department Chair or Division Dean or designee.
- Online/hybrid course selection is to follow the established procedure agreed upon by the department or discipline, pursuant to DE language in article 15 of the CTA contract and article 10 of the Part-Time Faculty Association contract.
- All new courses must be developed using, Canvas, the Learning Management System adopted by Imperial Valley College.
- The DE Course Development Process is subject to change, upon the approval of the DE Committee and the Academic Senate, to ensure that the process supports best practices in the development of online/hybrid courses for student success.

If you have any questions, or need any assistance, please contact the DE Coordinator: xochitl.tirado@imperial.edu 760-355-6188.