



Operating Protocol-Procedure #: 612

Category: Instruction

Office of Primary Responsibility: Office of the Chief Academic Officer

Approval Date: 8/31/15

Effective Date: 8/31/15

Revised:

**Purpose** (Clearly state the rationale and purpose for this Operating Protocol)

To establish the guidelines and timeline for development of online courses to ensure compliance with PCC’s “Quality Assurance Standards” and Higher Learning Commission’s (HLC) guidelines for online learning.

**Applicability** (Identify to whom this Operating Protocol applies)

Faculty and instructors

**Definitions** (Define abbreviations, acronyms, and technical terms)

None

**References** (List any related references such as State Board policies, state statutes, accreditation regulations, etc.)

[PCC Full Online Course Guide](#) (U:\myPCC eLearning Documents)  
HLC Guidelines for the Evaluation of Distance Education (On-Line Learning), <http://www.hlcommission.org/Document-Library/publications.html>  
[Quality Assurance Standards](#) (Section 4 of “PCC Full Online Course Guide”)

**Attachments** (List any supporting documents related to this Operating Protocol/procedure including a process flow chart, if applicable)

[Flow Chart – Full Online Course Offering Cycle](#)

**Operating Protocol** (Please provide the statement of Operating Protocol. The Operating Protocol statement is the governing rule, principle, plan, or understanding that guides the procedure)

All online courses offered through Pueblo Community College must be developed and approved within the timeframe outlined in the procedure below. All online courses are required to meet the standards outlined in the Quality Assurance Standards for full online courses and guidelines adopted by the HLC and Council of Regional Accrediting Commissions (C-RAC).

**Procedure**

- A needs assessment is to be conducted by appropriate dean, department chair, academic coordinator, developer, faculty or instructor.
- Course approval must be initiated 15 weeks prior to the course being offered. A “Request for New Online Course” form (located on the U: drive in the [myPCC eLearning Documents](#) folder) must be completed and approved by the appropriate dean, department chair and academic coordinator, and submitted to the myPCC eLearning office.
- Expectations for any required face-to-face meetings are to be clearly stated in the “Request for New Online Course” form and are limited to: orientations, internships, specialized laboratory work, proficiency check offs, or final industry certifications. Face-to-face time is not to be used for lecture purposes or is not to exceed 10% of class seat time (e.g. a 3 credit, 45 contact hour course is limited to 4.5 hours total of face-to-face seat time.) If more face-to-face time is needed for lecture or activities

other than those stated above, the course should be developed as a hybrid. If the course will require any face-to-face meetings, they must be clearly outlined in the course schedule, syllabus, or any documentation presented to the students.

- The development of the course is to be initiated at a minimum of 13 weeks prior to the course being offered. The faculty or department chair is to work directly with the myPCC eLearning department's instructional designer in the development of the course.
- Course must fully comply with Quality Assurance Standards and will be evaluated by the myPCC eLearning office for compliance.
- The final course approval is to be completed a minimum of 2 weeks prior to the course being offered. The dean or department chair is responsible to review the course for completion and the course designer is to present the course to the faculty teaching the course.
- Department chair or branch campus academic services coordinator is to ensure the course is set up in Banner correctly and send the information to the myPCC eLearning office for inclusion on website and in other scheduled publications.