



**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: ALTERNATIVE DELIVERY APPROVAL PROCESS	Code: EE0131-1
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Policy Reference: N/A

MATC has made a commitment to provide alternative instructional delivery as a means of meeting students' needs for flexibility in the teaching and learning process. Courses offered by MATC at a distance and/or through alternative delivery of instruction should meet the same rigor and standards as conventional on-campus courses.

Good communication is critical to establishing a plan for course development and implementation. The following process has been identified to allow for timely planning and implementation.

1. A faculty, dean/associate dean, distance education coordinator or an advisory committee, may initiate the process for an identified course need or interest.
2. The initial concept should be reviewed in the academic department and then forwarded to the associate dean for approval and identification of resources to begin development.
3. The proposal should then be presented to the division curriculum committee for approval. If this concept represents new curricula, the proposal should then be forwarded to the district wide curriculum committee for approval.
4. A faculty is then assigned to the project and may be required to audition and/or demonstrate skill competence related to the delivery of instruction using the alternative delivery method. Once completed, the approval form should be sent to the Dean-Instructional Design for final signature. The original document will be kept in the Instructional Design office, with copies returned to the instructor, distance education coordinator and the associate dean.
5. The faculty charged with development, the distance education coordinator, the instructional designer, and alternative delivery technical support should establish a course development and implementation timeframe. Course development for summer and fall semesters should be completed by the preceding January and course development for spring semesters should be completed by the end of the preceding August.
6. It is the responsibility of the faculty; distance education coordinator, associate dean and academic department to do the final review and approval of the alternative delivered course development.
7. Plans for implementation of the course using technology is the responsibility of the developing faculty, distance education coordinator and alternative delivery technology support, working cooperatively with the associate dean to ensure that



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the course is scheduled appropriately.

8. Assessment and evaluation of the outcomes of each course should occur on a yearly basis to determine if the instruction is meeting the intended instructional need and to allow for revisions.

At each stage of development, written approvals in the form of sign-off should be noted on the Alternative Delivery Approval Form. (See attachments)

Office of Responsibility: Instructional Design