

NCKTC
Online Course Development
Policy & Procedures

This policy is to be followed by anyone wishing to offer a NEW course for online delivery. Ideally this process should begin one full semester prior to delivery. Courses need to be finished no later than 8 weeks prior to delivery to allow for the review process.

1. Complete the New Course Development Proposal and submit with proper documentation to Academic Affairs for approval. If approved the proposal is submitted to the Online Committee.
2. The Online Committee will review for submission to the developer, NCKTC faculty will be given first chance at development.
3. Once developed, the course is to be reviewed for quality by:
 - a. NCKTC faculty member or online committee member with expertise in area of study
 - b. Online Committee member using the NCKTC Online Course Completion Form
 - c. Course Developer
4. The course then goes back to the online committee for final approval.
5. Once final approval is given by Online Committee the course will be submitted for payment to course developer and placed on the course listing for the following semester.

If the course is not new (i.e. already taught face to face by NCKTC in one of our approved programs or general education department) go to step 2.

Online Committee consists of:

Dean of Instruction
Online Coordinator
Brian Dechant
Rene Meyer
Jennifer Younger
Matthew Friess