

Distance Learning Toolkit

Welcome, Distance Learning Faculty! We are pleased that you are interested in developing and delivering a Distance Learning course and/or full program working with our DLP and TASC professional and support staff. Through our research of best practices and our work with faculty, we have identified essential elements for DL course development and delivery that should be addressed to ensure both an instructive and invigorating process for the faculty developer as well as a stimulating learning environment that promotes student engagement and inquiry.

To achieve this goal, we have put together this Toolkit that will provide you with a guide of the essential elements on which to focus during your development process.

IN PARTICULAR, THESE MATERIALS ARE INTENDED TO:

- Help us get to know you and your course needs and goals
- Help you understand the process for creating a distance learning course
- Define the responsibilities and interactions between you (the faculty) and the consultants in Distance Learning Programs (DLP) and throughout the Teaching and Academic Support Center (TASC)
- Ensure that all distance learning courses and programs are in compliance with SACS standards by:
 - Coordinating with academic department and colleges, the Registrar's Office and the Faculty Senate on the Distance Learning Course Approval Process
 - Providing a rubric based on national research and standards of essential course elements necessary for online learning as outlined in the Quality Matters program developed at the University of Maryland.
 - Providing additional resources and guidelines to consider during development
 - Conducting an informational post-delivery review of the course development process and vision for future modifications to the online course.

IN THIS TOOLKIT, YOU WILL FIND THE FOLLOWING RESOURCES:

- Frequently Asked Questions
- Development Fund Guidelines
- Course Development Sheet
- Recommended Course Layout
- Post-Development Survey
- TASC Contacts

Please let Distance Learning Programs (DLP) and the Teaching and Academic Support Center (TASC) know how we can assist you as you develop your course. We are here to help!

Questions? Call 859-257-3377