**Southeastern Technical College (STC) Proposed Web Course(s)**

# Institutional Review Process (IRP)

**Purpose**

Instructors complete a separate IRP form to request permission from their respective Dean to teach a Blended (BL) course with greater than 50% but less than 100% of instruction online, an Online Synchronous (OS) course taught fully online and requires students to be online at specific dates/times during the term with a required proctored event, an Online Asynchronous (OA) course taught fully online asynchronously with a required proctored event. Every instructor should have an approved IRP in advance of the semester for each course and type.

**Instructions**

The instructor completes Section 1 of the IRP and emails to the respective Dean for signature. The Dean places on the S Drive in the proper folder at **S:\Academic Affairs\Instruct\Online Learning\IRP**. The Dean reviews the syllabus along with the IRP form. Once approved, the Dean will complete Sections 2 and 3 and add their signature and date to the form. The completed form is saved on the S Drive as mentioned above.

| **Section 1 - Proposed Web Course Information – Completed by Instructor** |
| --- |
| **Instructor Name:** **Enter Text Here** |
| **CRN Number, Course Prefix, Course Name:** **Enter Text Here** |
| **Program Area:** **Enter Text Here** **Proposed Semester to Begin:** **Enter Text Here** |
| **Choose the appropriate Class Type Code:**  **BL ; OA ; OS**   * **BL—Blended (>50% to <100% Online)** * **OA—Online Asynchronous (100% of the course is taught online with a required proctored event)** * **OS—Online Synchronous (100% of the course is taught online and students are required to be online at specific dates/times during the term. A proctored exam is required).** |
| **Use KMS to answer the following questions for blended courses.**  **Total contact minutes for the course: Enter Minutes**  **Total Lecture: Enter Minutes Total Lab**: **Enter Minutes Total Other/Clinical:** **Enter Minutes**  **Please show the Calculation for blended percentages. Enter the minutes you will teach FTF and Online for each category from KMS: Lecture, Lab, Other Lab / Clinical etc…. Change Column Titles if needed.**  **Lecture FTF & Online Lab FTF & Online Other Lab FTF & Online Sum**  FTF: **Enter Minutes** FTF **Enter Minutes** FTF: **Enter Minutes** Sum FTF: **Enter Sum**  Online: **Enter Minutes** Online: **Enter Minutes** Online: **Enter Minutes** Sum (O): **Enter Sum**  **What percentage of the course is face-to-face? Sum FTF / Total Contact Minutes = %FTF**  **What percentage of the course is online? Sum Online / Total Contact Minutes = %Online**  **Lab Minutes offered online have been approved by the Dean:** Yes  No  NA **Date Approved: Enter text here**.  **Example:** A course has a total of 5250 minutes. A sum of 1890 minutes are taught face-to-face (1890/5250 = 36%). A sum of 3360 minutes are taught online (3360/5250 = 64%). |
| **Proposed Online Asynchronous (OA) or Online Synchronous (OS)/Blended (BL) Course Description and Rationale for Offering OA/OS/BL –:** **Enter Text Here** |
| **Special Hardware/Software needs/requirements:** **Enter Text Here** |
| **Projected total costs of hardware/software referenced above: Enter Text Here** |
| **The online or blended course will meet the standards/competencies set by the Technical College System of Georgia (TCSG):** Yes  No |
| **Is this course also offered 100% On Campus (CA)?** Yes  No  **If you answered “Yes”, please indicate that you are aware that the instructional delivery of the online/blended course must lead to the same learning outcomes as the 100% On Campus (CA) course?** Yes  No |
| **Is this course being offered online or blended at STC for the first time?** Yes  No |
| **If you answered “No” to the previous question, please indicate the name of the former instructor and when the course was last offered.**  **Instructor Name: Enter Text Here**  **Semester and Year Last Offered: Enter Text Here** |
| **Indicate which campus you are on**: **Enter Text Here** |

## **Section 2 – Institutional Processes Checklist –** Completed by appropriate Dean

| **Does the course meet the criteria in this area?** | **Description/Definition:** | **Yes** | **No** | **Information Needed** |
| --- | --- | --- | --- | --- |
| The instructor is qualified. | The instructor meets requirements of TCSG and appropriate accrediting agency. |  |  |  |
| Instructor has met training requirements to teach an online/blended course. | Instructor has attended and completed Blackboard Training. A copy of the certificate is on file in each instructor’s credential file located in the VPAA’s office. The Dean of Business Technologies and Human Services also keeps a copy of Blackboard certificates. |  |  |  |
| The institution has a review process for new online/blended courses. | The appropriate Dean, Blackboard Point of Contact, and/or the VPAA review the proposed online/blended courses. |  |  |  |
| Online/Blended course students are provided with support services. | Students have access to reasonable and adequate support services. |  |  |  |
| Costs of adding new online/blended course have been considered by appropriate administrators. | If there are additional costs associated with the addition of new online/blended course, are there monies budgeted for items including:  Materials, Adjunct, Technology Aids or other costs? |  |  |  |
| The course meets the credit hours required by the TCSG curriculum. | A syllabus/lesson plan for the proposed online/blended course is saved to the S drive and is reviewed and approved by the respective Dean. |  |  |  |

**Notes:** **Enter Text Here**

| Section 3 - Institutional Approval Section – Completed by appropriate Dean |
| --- |
| **Course Approved:** **Yes**  **No**  **Semester and Year Approved to Start:** **Enter Text Here** |
| **Comments/Suggestions**: **Enter Text Here** |
| **Final Approval Respective Dean’s Signature: Enter Text Here**  **Date: Enter Text Here** |

Revised 7/27/22