**Arts and Sciences Curricular “Distance Learning Component” Technical Review Workflow**

**Summary:**

If the box is checked “yes” for a new course proposal having a distance learning component, then the following steps should be taken by ASCCAS (ASC Curriculum and Assessment Services). This process applies to new courses with a distance learning component and existing courses that are being converted to distance learning. This process does not apply to individual “distance” modules for existing courses where the total of the distance modules represents a small portion of the overall course.

**Process/Steps:**

1. A course requesting Distance Learning would route to ASCCAS (ASC Curriculum and Assessment Services) for upload to the CRMT web portal.
2. Approximately one week before the ASCC Panel meeting an agenda would be emailed to Diane Dagefoerde and Mike Kaylor with incoming course requests for review for technical feasibility.
3. If the reviewed course is viewed as technically feasible the following steps would be followed:
	1. ASCCAS would be notified prior to the ASCC Panel meeting
	2. The completed evaluation form would be retuned to ASCCAS
4. If there are concerns with the course being technically feasible the following steps would be followed:
	1. Diane Dagefoerde or Mike Kaylor would have the opportunity to attend the ASCC Panel meeting to review concerns with the faculty panel
	2. The completed evaluation form with feedback would be retuned to ASCCAS

Ideally, once the course completes the curricular approval process and is approved, Diane and Mike are informed so that technical support arrangements can be coordinated, if necessary.