Here are the main points we should discuss in the upcoming CAFÉ events. We are going to discuss the steps that an instructor must take in order to get an online or hybrid course offered at Nicholls and how we will review these courses.

Steps:
1. Complete “Request for the Distance Learning Delivery of an Existing Nicholls’ Course” (m-drive) for any new online or hybrid course.
2. Faculty member must complete a Quality Matters training. They can contact Andy Simoncelli to register. *(you can explain this training to them if they have not completed it yet)*
3. Nicholls State University Distance Learning Committee members will review one of the instructor’s online courses. If instructor has multiple online or hybrid courses, the committee will only review one of them to ensure proper standards are being met. *(explain how it will be a three person team and how the review process will take place ie team leader, initial meeting, allow us into the class, review will take 2 weeks or less etc.)*
4. A course must meet 17 of the 20 standards in order to continue to be offered at Nicholls. The standards come from the Quality Matters rubric in conjunction with the Nicholls State Distance Education Policies and Procedures manual. *(This should be the meat of the discussion, talk about the 20 standards, how we came up with it. 3 point QM standards, plus the addition of Standard 7 and adding two more that fit with our Policies and Procedures manual and SACS. Might even want to explain how these could be met. This comes from our QM training that we had and I have a form that even breaks it down further)*
5. Upon approval of the course by the peer reviewers, the course will be validated as an approved course for Nicholls State University. *(not much to say here. Just that the teacher and all of their online courses will be approved once they get one of their courses approved)*

Steps one and two should be completed immediately by the instructor wishing to teach an online or hybrid course.

Steps three and four will be handled by Andy Simoncelli and the Distance Learning Advisory Committee once steps one and two are completed. The review process will be discussed thoroughly with the instructor at the beginning of the review.

If you have any questions about any of this, please direct them to me.

Andy

Two workshops on QM have been scheduled:
- Tuesday, April 12 at 1:30 -- Ianna West
- Thursday, April 14 @ 9:00 -- Kim Dozar and John Kozar
I have two other dates with openings:
  Monday, April 18 -- the entire morning is open
  Wednesday, April 20 -- the entire morning is open