

CTL Procedures for Supporting Approved Applications for Master Course Development

The following procedures will be initiated and followed by the Center for Teaching and Learning to support approved applications for faculty requesting stipends to develop master courses.

Note - Application Statement/Requirement: "You will be required to work with a Center for Teaching & Learning – Curriculum Design & Technology Specialist to insure that all courses meet the recommendations/requirements for THECB and SACS."

- 1. CTL will receive a copy of the application with justification and signatures required for approval.**
- 2. A CTL Curriculum Design & Technology Specialist will be assigned by the Associate Vice President of Teaching & Learning.**
- 3. The Applicant will be contacted by the assigned CTL Curriculum Design & Technology Specialist.**
- 4. The Applicant and CTL Curriculum Design & Technology Specialist will discuss, coordinate, and schedule activities (action plan) as needs identify.**
- 5. An action plan will be drafted by the CTL Curriculum Design & Technology Specialist then shared with and confirmed by the Applicant.**
- 6. The CTL Curriculum Design & Technology Specialist and/or the Applicant will/may initiate contact as needed throughout the course/content development process.**
- 7. Upon course completion of the course, the Applicant will contact their respective Department Chair and the CTL Curriculum Design & Technology Specialist for final project review to fulfill the guidelines stated on the Course Completion Form for Master Course Development Stipends.**
- 8. After self-assessment (using best practices checklists) and review by Department Chair and CTL Curriculum Design & Technology Specialist, the Applicant will complete the Course Completion Form for Master Course Development Stipends and submit to CTL for future documentation verifying completion.**
- 9. CTL will forward a copy of documentation for completion to the respective Dean and the Vice President of Academic Affairs.**