textbook and/or other course materials (supplemental videos, articles, lab simulations, etc.) in coordination with the appropriate Division Chairs, and design the course, with support from the OIC, in the institution's Learning Management System (LMS).

4. After course design is complete, Division Chairs will review the syllabus, materials, and

Support for Experienced Online Instructors:

Group and Individual instruction is provided to the instructors by the OIC, with other Quality Matters certified faculty trainers and cover topics such as accessibility and usability in online classes, copyright and intellectual property guidelines, best practices in course design, and introduction to emerging instructional tools and technologies. In addition, the OIC is available to assist the instructors with LMS questions and other instructional technology questions.

Annual Professional Development Plan:

As a part of college's strategic plan, the OIC also coordinates information and programs on a yearly basis to provide instructors with Professional Development opportunities such as Quality Matters training, technology training, and internal peer-reviews system for reviewing online courses, information about range of professional development sessions, conferences and resources, and support to aid instructors, with other professional development projects they identify.

ÆÁᴧÁÀᴧÂÆÂÄ

_____   _____

Dr. Thomas Striplin, President   Date