

## Distance Learning Course Checklist

**Course Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Course Supervisor:** \_\_\_\_\_

Item	N/A	Yes	No	Initials/Date
This is a NEW course proposal				
This is Course Conversion proposal				
This is a proposal for technology insertion or DL prerequisites				
SME/POC for this course has been identified to DLIT and CVA Name: _____				
DLIT and/or DL Manager have been contacted				
ISS in CVA has been consulted				
Distance Learning Course Proposal Information Sheet submitted to DLIT				
Course Analysis has been done by DL Manager or DLIT member as appropriate				
Contacted DL manager to schedule presentation proposal at a DLIT meeting				
DLIT has validated need for distance learning				
Course Change request or New Course proposal have been submitted				
Department Chair and Associate Dean are aware of this proposal				
Executive Council has approved request				
Development will require contract effort				
This project will need Distance Learning Funding				
SOW, Ed Plan, POI, and CTS have been written				
Course documents have been reviewed and approved by CVA				
Test questions have been written or are in contract				
Test questions have been reviewed and approved by CVA				

**Initials should be those of appropriate individual referred to (i.e. course supervisor, department chair, associate dean, ISS, etc.**