

# MCC Principles of Good Practice (PGP)

## Introduction

The Texas Higher Education Coordinating Board (THECB) commends and encourages the development of online courses and programs that enhance access to higher education throughout the state of Texas. The Coordinating Board works closely with Texas colleges and universities as well as with ICUT (Independent Colleges and Universities of Texas) to ensure the high quality of distance education. To that end, all public institutions are required to certify that their distance education programs are in compliance with the [Principles of Good Practice](#). McLennan Community College (MCC) follows the THECB's recommendations via this self-check document. In other words, we use the PGP to follow SACS and THECB's requirements. This form was developed using the [MCC Course Design Guidelines](#).

**All faculty developing a new distance education course (internet or hybrid) must complete the following self-check at least 2 months before the first day of registration of the semester in which online or hybrid class is to be offered.** At a minimum, 50% of the course (which is defined as the first ½ of all intended course units) must be entirely complete by this date or it should not be listed in the online schedule. For example: In a course that contains 13 units of instruction, the first 7 units would be student ready. **If this is the first time the course is being offered in the chosen format (online or hybrid), it must be pre-approved by Instructional Council.**

Please add your comments, date and digitally sign the form. Then submit the form using the **Email Form** button for verification and routing through the appropriate administrative channels.

## Introduction

Instructor's Name:	<input type="text"/>	Department:	<input type="text"/>
Course Name:	<input type="text"/>	Course ID: (ex. ENGL 1301)	<input type="text"/>
Brightspace Shell ID: (ex. ENGL_1301_DEV)	<input type="text"/>	Course Start Date:	<input type="text"/>

The course is located on the following server: *Brightspace*  *Publisher site*

Instructional Delivery Format: *Internet*  *Blended (Hybrid)*

*THECB definition of terms: 85%-100% of the content/curriculum of a fully online course or program is delivered online; mandatory face-to-face sessions may total no more than 15% of the instruction time. A course or program with 50-85% of the content/curriculum delivered online is considered hybrid or blended.*

## Copyright and Permission

Have you confirmed that all the course materials used in this course are 'fair use' or that you are otherwise exempt from liability from infringement? Yes  No

If not, have you acquired permission to use or link to the materials? Yes  No  In-Process

## Platform and Training

Does this course solely use the MCC Brightspace Learning Management Software? Yes  No

If you answered 'No' above:

What platform are you using instead or as well?

All instructors are required to complete Teaching Online Fundamentals or Effective Online Instruction, or they should obtain an exemption from the Center for Teaching and Learning, prior to teaching a distance education course at MCC.

Completed Training Course Name:

If you obtained an exemption, type *Exempt* in the box above.

Date Completed:

If you obtained an exemption, type the date you received the exemption in the box above.

## Instructor-to-Student Communication

Please list the percentage of each communication method that will be used to communicate with students. The total of all percentages must equal 100%.

Communication Method	%	Communication Method	%
Announcements		Chat/IM/Text Message	
Discussion Boards		Small Groups	
Email		In Person (F2F)	
Phone/Internet Calls		Other:	

Dept/Prog/Div Chair Name:

Dean Name:

## Instructor Comments

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Design and Technical Review *(completed by CTL staff)*

*\*These items are required for SACS compliance.*

- |                                                                                                                                                                     |                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> This course meets the guidelines of the Americans with Disabilities Act and specifically the Rehabilitation Act Amendments in Section 508. | <input type="checkbox"/> Course prerequisites are clearly stated.                                                                                |
| <input type="checkbox"/> Course navigation is logical, consistent, and effective.                                                                                   | <input type="checkbox"/> <b>For adjunct instructors: Full time faculty member contact information is listed as an alternate contact person.*</b> |
| <input type="checkbox"/> Course design facilitates readability and minimizes distractions.                                                                          | <input type="checkbox"/> <b>McLennan ADA statement is included.*</b>                                                                             |
| <input type="checkbox"/> Course includes orientation materials detailing how to get started.                                                                        | <b>Clear and specific due dates for all assignments are stated.*</b>                                                                             |
| <input type="checkbox"/> Course includes orientation materials detailing how to navigate within the course.                                                         | <input type="checkbox"/> Expectations for feedback are discussed or stated.                                                                      |
| <input type="checkbox"/> A self-introduction by the instructor is provided.                                                                                         | <input type="checkbox"/> Student interaction requirements are clearly stated.                                                                    |
| <input type="checkbox"/> Students are asked to introduce themselves.                                                                                                | <input type="checkbox"/> Hyperlinks to (or information about) needed viewers or browser plug-ins are provided.                                   |
| <input type="checkbox"/> A calendar or outline of all assignments is included.                                                                                      | <input type="checkbox"/> A backup plan if technology fails is discussed.                                                                         |
| <input type="checkbox"/> A hyperlink to (or information about) MCC's software and hardware recommendations is provided.                                             | <input type="checkbox"/> Required text and purchase information is clearly stated.                                                               |
| <input type="checkbox"/> <b>A hyperlink to the library is provided.*</b>                                                                                            | <input type="checkbox"/> <b>Proctored testing locations and/or options (if required) are clearly stated.*</b>                                    |
| <input type="checkbox"/> <b>A hyperlink to (or information about) student support services is provided.*</b>                                                        | <input type="checkbox"/> Feedback for students will be provided in a timely manner.                                                              |
| <input type="checkbox"/> <b>A hyperlink or phone number to technical support is provided.*</b>                                                                      | <input type="checkbox"/> Teacher presence is apparent. It is clear the teacher will be involved and active in the course.                        |
| <input type="checkbox"/> Minimum technical skills students are expected to possess are clearly stated.                                                              | <input type="checkbox"/> Activities and assignments address a variety of learning styles.                                                        |
| Specific and measurable course learning objectives are clearly stated.                                                                                              | The course encourages appropriate interaction between all stakeholders.                                                                          |
| Learning activities promote interaction and support active learning.                                                                                                | <input type="checkbox"/> A variety of assessment types are used.                                                                                 |
|                                                                                                                                                                     | Assessments are aligned with objectives.                                                                                                         |

## Center for Teaching and Learning Staff Comments

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Pedagogical Review *(completed by department/division chair)*

The course results in learning outcomes appropriate to the rigor and breadth of the degree or certificate awarded.

Content is delivered or presented well. The instructor adds his or her interpretation of importation information. Information is synthesized.

Course learning objectives are clearly stated and are aligned with the objectives of the department or discipline.

Resources and activities used support learning objectives and is relevant and current.

Course learning objectives are measurable and specific.

Content is presented simply and clearly to avoid information overload.

Content is organized and sequenced in a logical order so that learning builds upon previously learned concepts.

The course includes activities or assignments that require higher order thinking and reflection.

Course learning activities and assessments are appropriate for the given discipline and directly related to learning outcomes.

Content reflects current information in the field of study.

## Department or Division Chair Comments

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Administrative Review *(completed by supervising Dean)*

As per [THECB](#) & [SACS](#) criteria, the quality of this online instruction is equivalent to that of traditional F2F courses.

This course adheres to the MCC policies and guidelines for distance education courses.

## Dean Comments

Date: \_\_\_\_\_

Signature: \_\_\_\_\_