Designation of a Course as ‘Blended’ Procedure

1. Faculty member designs the course as blended (either individually or in collaboration with CLT).

2. Faculty member obtains support letter to offer their course as blended from:
   a) The dean
   b) The department chair
   c) The subject coordinator or core-course director

3. Faculty members submit the following documents to the vetting committee:
   a) Support letters
   b) Blended course suggested syllabus
   c) CLT Blended Learning certificate
   d) Consent for conducting a mid-semester evaluation and submitting an end-of-semester reflection report that includes students’ end-of-semester evaluation.

4. Vetting committee reviews courses and provides feedback.

5. Based on feedback, a course is
   a) Approved as ‘blended’
   b) Approved conditionally upon the submission of certain revisions, that need to be submitted before designation is granted
   c) Rejected as inappropriate in its current form.

6. Final decisions are communicated to faculty member, registrar, department chair, dean, and in some cases the subject coordinator.

7. It is the role of the department chair or subject coordinator to work with the registrar on getting the ‘blended’ designation for approved courses.

8. The faculty end-of-semester reflection report will be reviewed by the BL vetting committee, and might possibly be discussed with the faculty member.
   a) Feedback will be given to the faculty member.
   b) The vetting committee might decide that the implementation of the course is “satisfactory” or “unsatisfactory”.
   c) In case of “unsatisfactory” implementation, the faculty member needs to re-submit the syllabus to the vetting committee and suggest measures to overcome unsatisfactory delivery of the course.
   d) If a faculty member receives “unsatisfactory” reports twice in a row, the “blended” designation of the course will be withdrawn.

It is up to the faculty member to share the mid-semester evaluation results and end-of-semester feedback with stakeholders outlined in point number 2. The latter might require access to these reports as condition for their support.