

PGP Form Instructions for Faculty

The Principles of Good Practice (PGP) form, which is located within SoftDocs, has been designed to be comprehensive, yet simple to complete. Instructors only need to complete the first portion of the PGP. If you are using an approved course shell, you do not need to complete the PGP, you should only complete the Additional Approved Instructors Addendum form located within SoftDocs.

Introduction Section

Ensure your **Name**, **ID number**, **Email**, **Year Course Will Be Taught**, **Subject** (i.e. ENGL or BMGT), the **Course ID** (i.e. 1301 or 2308), and **Course Name** (i.e. Composition I or Leadership).

Instructor's Name:	Employee ID Number:
Staci L. Taylor	
Instructor's Email:	Year Course Will Be Taught:
staylor@mclennan.edu	
Subject: (ex. ENGL)	Course ID (ex: 1301):
Brightspace Course ID to Review: (ex. ENGL_1301_87_DEV):	Course Name: (ex. Composition I):

Platform and Training Section

Some instructors use online learning labs or a publisher provided Learning Management System (LMS). If you are using another platform, indicate the name of that platform. Next, enter the online teaching course you completed (i.e. *Teaching Online: Fundamentals* or *Effective Online Instruction*) and the date the training was completed.

If this course uses a third-party platform, in addition to the MCC Brightspace Learning Management System (such as MyMathLab or Cisco Academy), list that platform here:

Please note: If using a third-party platform, you may need to meet with an Instructional Designer in order to view the course layout and PGP requirements.

Check the box for which distance education training you received and type in the year that you received it.

☐ Teaching Online: Fundamentals ☐ TOF Exemption

Year:

Instructional Delivery Format Section

Select the instructional modality of the course. Embedded in the directions is a link with detailed definitions of the MCC Instructional Methods. In addition, there is a table specifying what constitutes each instructional method. Please verify that you also have the training required for that instructional method. If you have any questions, please contact online@mclennan.edu.

If the course is a Competency-Based course, you will need to select the CBE checkbox. CBE courses must previously be approved by Instructional Council before this course or form can be offered.

Instructor-to-Student Communication Section

List the number of courses you will communicate with your students in the communication methods listed. If there are other ways you communicate with your students which are not listed, please specify.

Hours/Week

<input type="text" value="0.0"/> In-person Meeting	<input type="text" value="0.0"/> Synchronous Zoom Meetings (only for Hyflex)	<input type="text" value="0.0"/> Email
<input type="text" value="0.0"/> Discussion Boards	<input type="text" value="0.0"/> Other	<input type="text" value="List"/>

Regular and Substantive Interaction (RSI) Section

The purpose of RSI is to distinguish distance education, which is eligible for federal financial aid, from correspondence education, which is not. Universities and colleges offering **distance education** courses (where most instruction happens online) must meet specific **Regular and Substantive Interaction (RSI)**

requirements. These requirements, set by the Department of Education, ensure students in online courses receive meaningful engagement with instructors and peers, like traditional classroom settings.

In this section of the PGP, you will answer questions regarding how you interact and communicate with your students. RSI must be initiated by the instructor, be scheduled and predictable and academic in nature. If you have any questions or need help with identifying or setting up RSI in your course, please contact online@mclennan.edu.

Copyright and Permission Section

Read the copyright information and select the appropriate responses.

Have you confirmed all course materials used in this course are 'fair use' or are otherwise exempt from liability from infringement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If not, have you acquired permission to use the materials?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Instructor Comments Section

Respond to the checkbox and add any comments you have for the reviewers. This is your time to further explain addition things you will be adding to the course or if you there is anything you want the Instructional Designer to provide feedback on. Please state information or details not visible to the instructional designer and other reviewers.

Type your name into the **Instructor Signature** box.

<input type="checkbox"/> * Academic standards and student learning for the course offered via distance education are the same rigor and breadth as course delivered face-to-face.
<div></div>
Instructor Signature: (Please type name.)
<div></div>

Approval

You have completed the PGP form. Please attach any documents or forms needed and press the Submit button. If you have any questions, please contact online@mclennan.edu. You can always check the status of the PGP by logging in and checking SoftDocs.