

PGP Form Instructions for Faculty

Introduction

The Principles of Good Practice (PGP) form has been designed to be comprehensive, yet simple to complete. Instructors only need to complete pages 1 and 2 of the PGP. If you are using an approved course shell, you only need to fill out the Additional Approved Instructors Addendum. If you have previously been approved to teach your course in a Blended format and wish to obtain approval to teach the course in a Blendsync or Hyflex format, please fill out the Blendsync Addendum. Before completing any of these forms, please download the form to your computer, save the form, and then type your answers on the saved form.

1. Introduction Section

Type your name, your department, the course name (i.e. Composition I), the course ID (i.e. ENGL 1301), the Brightspace Course ID (i.e. ENGL_1301_80_2021SP), and the course start date. Select the server in which the course is located. Select the instructional delivery format for the course. Type your department, program, or division chair's name. Type your dean's name.

Introduction

Instructor's Name: Department:

Course Name: Course ID (ex. ENGL 1301):

Brightspace Course ID (ex. ENGL_1301_DEV): Course Start Date:

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

Instructional Delivery Format: Internet Blended/Blendsync Hyflex

Dept/Prog/Div Chair Name: Dean Name:

2. Copyright and Permission Section

Read the copyright information and select the appropriate responses.

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

3. Platform and Training

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. Select the appropriate response to confirm whether you have completed the additional trainings.

Platform and Training

Does this course solely use the MCC Brightspace Learning Management System? 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 Date Completed
If you obtained an exemption, type *Exempt* in the box above If Exempt, type the date you obtained the exemption in the box above

All instructors teaching Blendsync or Hyflex courses must take additional courses to teach in these modalities. If you are teaching a **Blendsync** course, in addition to *Teaching Online: Fundamentals* (or *Effective Online Instruction*), you must also take the following: **(1)** Zoom and **(2)** Camtasia/YuJa. If you are teaching a **Hyflex** course, in addition to *Teaching Online: Fundamentals* (or *Effective Online Instruction*), you must also take the following: **(1)** Zoom, **(2)** Camtasia/YuJa and **(3)** Hyflex Design/Management.

If you are completing this PGP to teach a Blendsync or Hyflex course, have you completed the additional required trainings? Yes No N/A

4. Instructor-to-Student Communication Section

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

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%. Hyflex courses will include equal parts Synchronous, F2F and online methods.

Communication Methods	%	Communication Methods	%
Announcements	<input type="text"/>	Synchronous Meetings	<input type="text"/>
Discussion Boards	<input type="text"/>	Small Groups	<input type="text"/>
Email	<input type="text"/>	In Person (F2F)	<input type="text"/>
Phone Calls	<input type="text"/>	Other	<input type="text"/>

5. Instructor Comments Section

Add any comments you have for the reviewers. For example, if you have not finished designing the course, let us know. Provide any information about course content that is not evident in your course shell yet, but which you intend to add before the course start date.

Instructor Comments

6. Sign and Email Section

Type the date, add your digital signature, and click **Email Form** or save the form and send it as an attachment to online@mclennan.edu.

Date:

Signature

Email Form