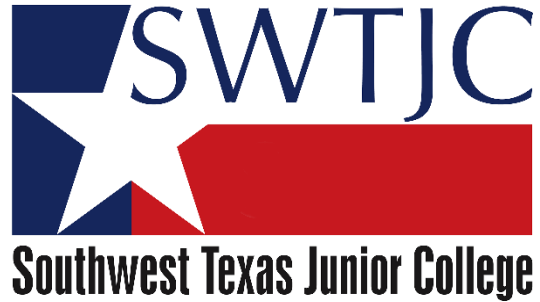


Videoconference Instructor Approval Form



This Videoconference Instructor Approval Form is designed to ensure that Southwest Texas Junior College instructors providing remote instruction adhere to the Principles of Good Practice for Academic Degree and Certificate Programs and Credit Courses Offered at a Distance, as outlined by the Texas Higher Education Coordinating Board, meet the needs of students, and will be taught by qualified instructors.

All distance education instructors must complete the following agreement to be approved to offer courses that are videoconferenced.

Name of Instructor Requesting Approval	Division
Course(s)	Date of Request

By initialing, the instructor agrees that:

1. he/she will make accommodations for students as requested by Disability Support Services. Southwest Texas Junior College is committed to accessible design for all students, including those with disabilities. Students with disabilities can request accommodations, including alternate formats. _____ (Instructor Initials)
2. the academic standards for this course are the same as courses delivered by any other means at Southwest Texas Junior College. _____ (Instructor Initials)
3. he/she will use SWTJC approved videoconferencing software for course delivery. _____ (Instructor Initials)
4. he/she will use SWTJC approved LMS for course delivery, maintaining the standards set forth in the SWTJC Faculty Handbook. _____ (Instructor Initials)
5. he/she must contact the Office of Professional Development for appropriate training in best practices for delivery of Videoconference Courses. _____ (Instructor Initials)
6. he/she has an understanding of the role of the monitor (see attached) in his/her course delivery. _____ (Instructor Initials)
7. it is his/her responsibility to follow copyright laws. _____ (Instructor Initials)
8. he/she must obtain training for equipment/software by contacting Technical Support at 830.591.7323 or helpdesk@swtjc.edu. _____ (Instructor Initials)

Signature of Instructor Requesting Approval	Date of Signature
Division Chair Approval Signature	Date of Signature

Dean Approval Signature

Date of Signature

Vice President of Academic Affairs Signature

Date of Signature