1. **Purpose**
	1. The purpose of this process overview and procedure detail is to ensure a high quality course is delivered to students in an effective and efficient manner.
	2. Mentor faculty will provide a consistent communications link and content resource with CSC and the Business Department.
2. **Process Overview**
	1. Master courses will normally be prepared and updated by CSC resident faculty.
		1. Any exceptions will be approved by the Chair and monitored by CSC resident faculty.
	2. Mentor faculty will be assigned to all distance faculty courses.
		1. Wherever possible mentors will be senior faculty/subject matter experts in the area being taught.
		2. Mentor faculty will be credentialed into the Sakai course at co-instructor level with the distance faculty to ensure course-wide access.
3. **Mentor Faculty Duties**
	1. Design and develop a pedagogically sound master course is available for the distance faculty to facilitate.
		1. Exceptions will be approved by the Chair and monitored by CSC resident faculty.
	2. Contact distance faculty approximately two weeks before the start of classes to ensure that necessary preparation is in progress before student entry.
	3. Review course materials prior to the beginning of class to ensure course and distance faculty are ready to receive students.
	4. Enter course at approximately two week intervals and informally evaluate distance faculty and student progress in course.
		1. Any issues should be collegially discussed and remedied with the distance faculty.
		2. Potentially serious issues should be brought to the attention of the Chair.
	5. Ensure that any grading procedure and class conclusion support is provided.
	6. Assist with mining assessment and accreditation data and supporting documentation as required.

Note: This process should be considered formative at this point in time and will be modified and improved as needed to provide optimal support to distance faculty and students.