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# Distance Education Proposal Form

## Delivery Methods (Check All that Apply):

\_\_ Online

\_\_\_ Hybrid (51% or more of course is held face-to-face)

\_\_\_ Videoconferencing

\_\_\_ Live/Face-to-Face Instruction

\_\_\_ Other (If this is checked, describe other method and explain rationale)

If Other is checked, describe other method and explain rationale:

## Course Quality Standards (Title 5:55202):

The same standards of course quality shall be applied to any portion of a course conducted through DE as are applied to traditional classroom courses, in regard to the course quality judgement made pursuant to the requirement of Section 55002, and in regard to any local course quality determination or review process. Determinations and judgements about the quality of DE under the course quality standards shall be made with the full involvement of faculty in accordance with the provisions of subchapter 2 (commencing with section 53200) of chapter 2.

### Explain how course quality standards will be maintained, and specify how lectures will be delivered (for each item that is NOT checked, provide a detailed explanation in the box provided):

\_\_\_ The online course will utilize the same Course Outline of Record (COR), including course description, objectives, and learning outcomes, as the traditional (face-to-face) offering.

\_\_\_ The online course will utilize the same syllabus, textbook, and assessment activities as the traditional (face-to-face) offering.

\_\_\_ Weekly modules/units in online and hybrid courses will provide the opportunity for ongoing lecture, discussion, and assessment activities for both the student and the instructor.

\_\_\_ Instructor will provide ongoing and timely feedback to students using a variety of communication tools such as the following: private messaging/conversation in the Canvas LMS, email, chat/text messaging, videoconferencing, telephone, personalized assignment feedback, discussion board postings, announcements, group collaborations, virtual or campus office hour appointments.

\_\_\_ For video-conferenced offerings, all locations will have access to staff persons to assist in classes, as needed, with the technical aspects of the course delivery.

\_\_\_ Students will have access to fellow students through a variety of communication and collaboration tools such as: discussion boards, group discussion boards and assignments, collaborative projects, chat tool in Canvas, or messaging/conversation in Canvas.

\_\_\_ Course lectures and other instructional content will be delivered via one or more of the following methods: Canvas wiki/content pages, video lectures, audio podcasts, discussion postings, video-conferencing.

\_\_\_ At least 10% of assessments will require proctoring.

For each item NOT checked above, provide a detailed explanation here:

Instructor Contact (Title 5:55376):

All approved courses offered as distance education shall include regular effective contact between instructor and students, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, correspondence, voice mail, e-mail, or other activities.

### Explain effective instructor/student contact for this course and methodology:

At a minimum, the instructor will actively interact with students in weekly discussion boards. Additionally, regular instructor to student contact will be initiated by the instructor through a variety of the following methods (check all that apply):

\_\_\_ Discussion boards (text, recorded audio, or recorded audio/video)

\_\_\_ Weekly announcements in Canvas (text, recorded audio, or recorded audio/video)

\_\_\_ Private messaging

\_\_\_ Personalized assignment feedback (text, recorded audio, or recorded audio/video)

\_\_\_ Chat

\_\_\_ Videoconferencing

\_\_\_ Phone conferences

\_\_\_ Online and/or campus office hours

\_\_\_ Orientation and/or review sessions

\_\_\_ Supplemental seminar or study sessions

\_\_\_ Field trips

\_\_\_ Library workshops

\_\_\_ Other

If other is checked, provide detailed description and explanation here:

### Explain other methods of interaction:

Other methods of communication and interaction will be utilized to keep students informed and engaged such as the following (check all that apply):

\_\_\_ The instructor will provide his/her plan to engage in regular effective contact using a variety of communication tools

\_\_\_ The instructor will provide expected time frames for responses to inquiries, discussion board posts, and feedback on assignments and assessments

\_\_\_ Students will be notified if there are unexpected delays in posting feedback or if the instructor will not be available to respond timely

\_\_\_ Contact information for the instructor is easy to find

\_\_\_ Opportunities for student-initiated interaction with other students and the instructor are made available and encouraged

\_\_\_ Student-to-student interaction that reinforces course content and learning outcomes is required as part of the course

\_\_\_ Guidelines explaining required levels of student participation are provided (i.e., quantity and quality of interactions and/or rubrics)

\_\_\_ Other

If other is checked, provide description and explanation here:

## Other Considerations:

### How does offering the course by this additional mode(s) of delivery meet the needs of students:

\_\_\_ Additional delivery modes provide students with transportation or scheduling issues improved access to this course offering.

\_\_\_ Working students are better served due to time flexibility afforded by online delivery.

\_\_\_ Online course to be submitted for approval into the OEI Course Exchange.

\_\_\_ Class size will not be sufficient on campus for F2F enrollment only. An online course option will increase the size of the student enrollment to ensure sufficient class size is met.

\_\_\_ Other

If other is checked, provide description and explanation here:

### What additional expenses (i.e., licensing fees, software, equipment) will be required to offer this class if taught online?

\_\_\_ Access to personal computer

\_\_\_ Access to Internet

\_\_\_ Other

If other is checked, provide description and explanation here:

### Will the recommended class size maximums and minimums differ for this class if taught online? If so, how and why?

\_\_\_ The DE course will follow historical or bargained enrollment caps

\_\_\_ Other

If other is checked, provide description and explanation here:

### If this course has a lab component, explain how labs will be performed. Will the lab be delivered by distance education or taught in person by instructional faculty?

### How does the course address students with disabilities?

\_\_\_ The course will utilize the Canvas LMS which is fully accessible.

\_\_\_ The online course will be designed using the BCC course design template and following the OEI Course Design Rubric adopted by the College.

\_\_\_ If needed, assistance will be sought from the College’s Distance Education office and/or ACCESS office so that instructor-created materials will be designed to meet accessibility standards as much as possible.

\_\_\_ Students have the right to request reasonable accommodations through the ACCESS office.

\_\_\_ Other

If other is checked, provide description and explanation here: