LACCD DISTANCE EDUCATION COURSE APPROVAL FORM Educational Services 08/1997

Title 5, Section 55378 requires that each proposed or existing course, if delivered by distance education, shall be separately reviewed and approved according to a District's certified course approval process. The distance education course should be reviewed through the six-year cyclical review process of Program Review pursuant to Title 5, Section 55201.

Approval Process

- Courses are initiated by and approved at college level by faculty in the discipline and/or department/division/cluster.
- College Curriculum Committee review each proposed and existing course offered through distance education separately in accordance with the provision of Title 5, sections 55002, 55370, 55372, 55374 and 55376.
- The review and approval of distance education courses shall follow the curriculum approval procedures outlined in Administrative Regulation E-65 Approval of Credit Courses: Standards and Procedures.

Certification

The college curriculum committee certifies that the following requirements have been met.

Subject Title:	Course Title:	Course No:				
		listance education courses as are applied to traditi	ional			
Course Quality Determinations (Title 5, section 55374) Determination and judgments about the quality of the distance education course were made with the full involvement of the faculty as defined by Administrative Regulation E-65 and college curriculum approval procedures.						
	<u> </u>	istance education will include regular effective co	ontact			
We certify that the inform Academic Affairs, College		esent this course: Department Chair, Curriculum	Chair, VP			
Department/Cluster C	hairperson	Date				
Curriculum Committee	e Chairperson	Date				
Vice President, Acade	mic Affairs	Date				
College President		Date				

It is NOT required to obtain signatures. The ECD electronic approval process will track approvals. Complete the form and upload it back into Section VIII of the COR in ECD. For complete instructions on how to upload a document into ECD select Help from the ECD main menu, then Help Documents.

PLEASE COMPLETE PAGES 2 and 3

	Proposing a <i>new course</i> taught through distance learning. Include with this form: Course Outline of Record (Requisite Validation form and matrix if there is a prerequisite, corequisite, or recommended course), the District "Distance Education Course Approval Form", and a copy of the course syllabus which explains the instructor's and students' responsibilities for the distance learning format.				
	Proposing distance learning sections of an existing course. Include with this form: the District "Distance Education Course Approval Form" and a copy of a sample course syllabus which explains the instructor's and students' responsibilities for the distance learning format. Note if the Course Outline of Record is more than five years old, an updated COR (with Requisite Validation Form and Matrix if appropriate) should be submitted as well.				
How does the distance delivery format: Serve the best interests of the students?					
Enh	ance student success?				
Descrip	Description of student-instructor contact. (Check and fill-in any/all of the following that apply)				
On Can	npus Coursework	Hours/week	Description		
Distance	e Coursework	Projected	Description		
Distance	istance assignments Hours/week Projected Assignments		Description of assignment and student accountability		
Type of	Contact	Number of times during the course this contact occurs	Description		
grou	p meetings				
indiv	vidual meetings				
orie	ntation				
revie	ew sessions				
supp	olemental seminar				
stud	y sessions				
field	trips				
libra	ry workshops				
othe	r in-person				
Supplen phor	nental contact ne				
corre	espondence				
mess	sage board				

required chat room				
optional chat room				
teleconferencing teleconferencing				
Evaluation Methods:	Description: (also, please give a description of security measures for online			
Testing on campus	testing/evaluation)			
Testing online				
Other				
Is Adequate technology and support available? Describe. Is the course accessible to all students (including disabled students)? Explain.				

Title 5 Distance Learning Regulations for reference http://www.ccco.edu/Portals/4/AA/de_guidelines_081408.pdf