

PLEASE COMPLETE PAGES 2 and 3

- Proposing a *new course* 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?

Enhance student success?

Description of student-instructor contact. (Check and fill-in any/all of the following that apply)

On Campus Coursework	Hours/week	Description
Distance Coursework	Projected Hours/week	Description
Distance assignments	Projected Assignments	Description of assignment and student accountability

Type of Contact	Number of times during the course this contact occurs	Description
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- group meetings
- individual meetings
- orientation
- review sessions
- supplemental seminar
- study sessions
- field trips
- library workshops
- other in-person

Supplemental contact

- phone
- correspondence
- message board

required chat room

optional chat room

teleconferencing

Evaluation Methods:

Description: (also, please give a description of security measures for online testing/evaluation)

Testing on campus

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.cccco.edu/Portals/4/AA/de_guidelines_081408.pdf