

Guidelines for Developing/Revising a Distance Education Course

CREATING A DISTANCE EDUCATION COURSE MUST NOT RESULT IN CHANGES TO THE OBJECTIVES OR CONTENT LISTED ON THE EXISTING COURSE OUTLINE OF RECORD; IN ADDITION, ASSIGNMENTS AND METHODS OF EVALUATION MUST BE EQUIVALENT TO (IF NOT EXACTLY THE SAME AS) THOSE IN THE TRADITIONAL COURSE, CHANGING ONLY AS THE NEEDS OF TECHNOLOGY DICTATE. THE EXISTING COR MUST BE CURRENT.

Faculty proposing a distance education course should:

- review fully the existing Course Outline of Record;
- consult with AP&P Representative to ensure effective course development and gain discipline/division approval before bringing the course to the AP&P Committee for formal approval;
- meet early in the process with the Distance Education Committee for assistance with technology issues and to ensure accessibility of content (this is required if developing a new distance education for a course).

TITLE 5: § 55200. Definition

“Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology.”

TITLE 5: § 55202. Course Quality Standards

“The same standards of course quality shall be applied to any portion of a course conducted through distance education as are applied to traditional classroom courses.” In addition, instruction provided as distance education is subject to the requirements that may be imposed by the Americans with Disabilities Act (42 U.S.C. § 12100 et seq.) and Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794d).

TITLE 5: § 55204. Student-Instructor Contact.

All approved courses offered as distance education must include “regular effective contact between instructor and students (see glossary). Campus curriculum committees must determine what constitutes regular effective contact and apply that standard the same as in a traditionally taught course. Most important is for the curriculum committee to be assured that maximum use is made of the given technology to foster instructor-student contact, rather than the use of technology for its own sake.

TITLE 5: § 55206. Separate Course Approval.

“If any portion of the instruction in a proposed or existing course or course section is designed to be provided through distance education in lieu of face-to-face interaction between instructor and student, the course shall be separately reviewed and approved according to the district's adopted course approval procedures.” Each proposed distance education course must be separately reviewed and approved by the AP&P Committee before being published in the schedule of classes.

When developing a DE course, faculty should consider the following:

- Is the course based upon the most recent COR of the existing course?
- Does the course serve a unique need in the college curriculum?
- Is the course feasible given the resources of the college (faculty, facilities, technical support, etc.)?
- Is the instruction equivalent to what students experience in the traditional classroom setting?
- Are assignments and methods of evaluation equivalent to (if not exactly the same as) those noted on the existing COR, changing only as the needs of technology dictate.
- Determine which method of Distance Education will be appropriate: Online Only, Hybrid, and/or ITV (Telecourse)

CurricUNET: Distance Education under Course Checklist

1. Select Online Only, Hybrid, and/or ITV (Telecourse) and complete all sections within the link consulting frequently with your AP&P Representative, dean, discipline faculty, and Distance Education Committee
2. If faculty wish to offer the course in several different distance education methods, complete all applicable links in CurricUNET, i.e. Online Only, Hybrid, and/or ITV (Telecourse)

Selected Glossary of Terms

Accessibility: In Web pages, it refers to the ability of a Web page to be viewed by everyone, especially people with disabilities who use various assistive technologies. Accessible Web pages take into account the special needs of visitors with auditory, visual, mobility, and cognitive impairments and give those users an equivalent browsing experience to that of non-disabled visitors.

Assistive (Adaptive) Technology: As defined by the Assistive Technology Act of 1998, the term refers to “any item, piece of equipment, or product system, whether acquired commercially, modified or customized, that is used to increase, maintain, or improve the functional capabilities of individuals with disabilities.” Assistive technologies include: screen readers and magnifiers, closed captioning, alternative keyboards, and other special software and equipment that makes information devices more accessible.

Asynchronous: same place; different time.

CD ROM: a storage media in which data or multi media is encoded onto discs and read by laser.

Course Management System: a tool that allows instructors to develop, support, and manage online education, such as Blackboard.

Hybrid Course: A course designed to utilize some classroom-based instruction integrated with other modes of electronic instructional delivery: e.g. Internet, e-mail, video, discussion boards, multi media, etc. Hybrid courses meet both on-campus and online.

Internet: a network of computers that are electronically connected (e.g. World Wide Web).

Intranet: a private network of computers that utilizes Internet technologies.

Interactive Television (ITV): classes shared by local sites and connected to remote sites.

ListSerts: an automated electronic distribution service which e-mail information to subscribers.

Online Course: a course designed to utilize methods of instruction entirely online. (No on-campus meetings required.)

Posting: uploading files for access by others.

Smart Camera: video input devices capable of automatically finding and focusing on the speaker.

Software: the coded programs that make the hardware function.

Synchronous: same place; same time.

Rehabilitation Act (Section 508): requires that electronic and information technology developed, procured, maintained, or used by the Federal government be accessible to people with disabilities.

Telecourse: videotaped course lectures; also call Instructional Television. Students view pre-taped lectures and then meet with an instructor for discussion, tests, and other classroom-based activities.

Video Based Voice Mail: communication across phone lines delivering voice and images at the same time.

Upload: transferring files from a local computer to a remote computer.

Videoconferencing: video and audio communication between two or more people via digital or analog communication channels.

WEB (World Wide Web): a collection of computers around the globe, all interconnected.

Web Server: a single computer device that stores Web page that may be accessed remotely.

Regular Effective Contact constitutes methods and frequency of interaction between instructor and students when separated by distance and can be accomplished in a number of ways:

- **Announcements:** a communication tool often found in course management systems such as Blackboard.
- **Blog:** a shared online journal where people can post entries about their experiences and observations, often with hyperlinks provided by the writer.
- **Chatrooms:** an electronic space where multiple users communicate with other participants synchronously.
- **Communication Tools:** electronic modes of communication, such as blogs, e-mail, bulletin boards, chatrooms, discussion boards, listservs, announcements, wikis, and Web pages.
- **Discussion Boards:** electronic threaded discussions allowing multiple participants follow the flow of discussion; also called discussion forums.
- **Electronic Bulletin Boards:** software that allows users to leave messages and access information of general interest.
- **E-mail:** electronic mail delivered over a network.
- **E-mail Lists:** e-mail addresses that can be easily grouped for mailing to multiple participants.
- **FAQ (Frequently Asked Questions):** a collection of the most often asked questions and answers.
- **Multimedia:** a mixture of graphics, motion, sound, and text.
- **Face-to-Face: required meetings with students on campus for traditional classroom activities or assignments/tests.**
- **Wiki:** A collaborative website whose content can be edited by anyone who has access to it.