

## College of the Redwoods

CURRICULUM PROPOSAL FOR DISTANCE EDUCATION COURSE

Date:

1. Division:
2. Course ID and Number:
3. Course Title:
4. Please select the distance education methods that describe how the course content will be delivered.
*NOTE: Please check ALL methods that will be used for offering this course, even if previously approved.*

[ ]  **Online –** *course delivered fully online using online LMS with no face-to-face meetings.*

[ ]  **Hybrid –** *course has a portion, but not all, of the regular student contact conducted online.*

[ ]  **Interactive Video (Simultaneous interaction)** *– course is conducted synchronously over the internet with simultaneous video interaction between instructor and remote students.*

1. What perceived need will this distance education course address?

**For ALL distance education courses:**

1. Describe the proctoring policy for this course. Will you require proctored exams? If yes, please review the Instructor Proctoring FAQ(in the Resources at the end of this form) and explain how proctoring will be implemented in your DE course.
2. How will this course design address student accessibility? Course design may include: captioned videos, transcripts for audio files, and alternative text for graphics (refer to Accessibility Checklist - attached):
3. If a student is not able to come on campus, how will you provide contact during office hours?

 **For distance education course methods using online delivery (Online or Hybrid):**

1. Describe how your online course design will differ from face-to-face delivery to ensure that the instructor will maintain **Regular Effective Contact** (refer to Regular Effective Contact guidelines) by including:
	1. Threaded Discussion Forums (or equivalent)
	2. Weekly Announcements (or equivalent)
	3. Instructor-Prepared Materials (e.g., text-based, video &/or audio files) in addition to publisher-created materials to create a virtual equivalent of the face-to-face class.

1. To illustrate the description in #9, describe what students in this course will do in a typical week of this course?

1. What will be included in the syllabus for this course that communicates to students the frequency and timeliness of instructor-initiated contact and student feedback? Please provide the course “statement,” or a representative example of a “statement.” (refer to Regular Effective Contact guidelines)

1. How is this course designed to address Student Authenticity? Preventive measures may include: multiple assessment techniques, written assignments, threaded discussions, exams based on randomly drawn test bank items, timed exams, and raising student awareness of the College’s Code of Conduct.

Submitted by:  Tel. Ext:  Date:

**Approvals:**

Distance Education Faculty Appointee  Review Date:

Division Dean or Director:  Review Date:

**Distance Education Faculty Coordinator Use Only**

**Will approval of this course proposal result in the need for a substantive change proposal to the ACCJC for a program, degree, and/or certificate due to 50% or more delivery of instruction via DE? (Note: All GE patterns can now be met via DE options).**

**No** **[ ]  Yes** **[ ]**

**If yes, which program, degree, and/or certificate?**

**Curriculum Committee Use Only**

**Approved by Curriculum Committee: No [ ]  Yes [ ]  Date:**

**Academic Senate Approval Date:       Board of Trustees Approval Date:**

**Resource List for Distance Education Courses**

**Accessibility Checklist**

[http://www.redwoods.edu/Portals/72/Documents/Distance Ed/AccessibilityChecklist\_000.docx](http://www.redwoods.edu/Portals/72/Documents/Distance%20Ed/AccessibilityChecklist_000.docx)

**OEI Course Design Rubric**
**Online version:** <https://sites.google.com/site/coursedesignrubricoeifinal/>

**PDF:** <http://ccconlineed.org/wp-content/uploads/2015/11/oei-ocdr_r1-20150501-CC-license.pdf>

**@ONE Standards for Quality Online Teaching**

[http://ccconlineed.org/wp-content/uploads/2015/12/@ONE\_SQOT\_CC.pdf](http://ccconlineed.org/wp-content/uploads/2015/12/%40ONE_SQOT_CC.pdf)

**CR *Regular Effective Contact* Guidelines:**

<http://inside.redwoods.edu/curriculum/CR%20Curriculum%20Resources/DE%20Regular%20Effective%20Contact%20.pdf>

**CR *Regular Effective Contact* Checklist*:***

<http://evoq.redwoods.edu/Portals/72/Documents/Distance%20Ed/RegularEffectiveContactChecklist.docx>

**CR *Online Course Syllabus Checklist*:**

<http://evoq.redwoods.edu/Portals/72/Documents/Distance%20Ed/OnlineCourseSyllabusChecklist.docx>

**AP 4105, *Distance Education:***

<http://www.redwoods.edu/Portals/50/boardpolicies/Chapter4/AP4105.pdf>

**Test Proctoring:**

<https://redwoods.instructure.com/courses/739/pages/instructor-proctoring-faq>