



Los Angeles Mission College

Curriculum Committee
Distance Education (DE)
Notification Form

**Distance Learning Course Approval Guidelines
(New and Existing Courses)**

Title 5, Section 55206 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 cyclical review process of Program Review.

Curriculum Committee approval certifies the following requirements have been met. Follow-up on these items is maintained at the Department level by faculty teaching online/hybrid courses and through the faculty evaluation process.

Course Quality Standards (Title 5, section 55202)

The same standards of course quality are applied to the distance education courses as are applied to traditional classroom courses.

Course Quality Determinations

Determinations 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.

Instructor Contact (Title 5, section 55204)

Each section of the course which is delivered through distance education will include regular effective contact between instructor and students.

Resources:

If you need assistance with any aspect of revising a course for online delivery, please contact:

David Jordan, Distance Education Coordinator, jordandc@lamission.edu ; (818) 364-7720

If you need assistance or clarification with any aspect of accessibility or reasonable accommodations that the college can make, please contact:

Adrian Gonzalez, DSPS Office, gonzala@lamission.edu ; (818) 364-3313

Definitions

An **online course** is conducted entirely over the internet. Course materials are posted on a course website. Online courses never require meeting on campus.

A **hybrid course** combines online learning with scheduled face-to-face class sessions on campus with the instructor. The campus sessions meet at the scheduled days, times, and defined location as indicated in the schedule of classes.

LOS ANGELES MISSION COLLEGE
DISTANCE EDUCATION NEW COURSE NOTIFICATION FORM

Online Status Select One

Subject Name & Course Number _____

Date

Cross-listed Subject Name & Course Number (if applicable) _____

1. COURSE DESCRIPTION. List the course objective exactly as it appears in the course outline of record and catalog.

2. METHODS OF INSTRUCTION: INSTRUCTOR/STUDENT CONTACT.

A. ELECTRONIC COMMUNICATIONS

- | | |
|--|---|
| <input type="checkbox"/> Chatroom | <input type="checkbox"/> B. TELEPHONE |
| <input type="checkbox"/> FAQs | <input type="checkbox"/> C. PERSONAL ORIENTATION SESSIONS |
| <input type="checkbox"/> E-mail | <input type="checkbox"/> D. IN PERSON GROUP MEETINGS |
| <input type="checkbox"/> Instant messaging | <input type="checkbox"/> E. IN PERSON REVIEW SESSIONS |
| <input type="checkbox"/> Electronic Databases | <input type="checkbox"/> F. OTHER (describe): _____ |
| <input type="checkbox"/> Listserv | |
| <input type="checkbox"/> Discussion boards | |
| <input type="checkbox"/> Internet library resources | |
| <input type="checkbox"/> Webcasts (which will be accessible and section 508 compliant) | |
| <input type="checkbox"/> Podcasts (which will be accessible and section 508 compliant) | |
| <input type="checkbox"/> Course Management System(s) used _____ | |

If webcasts or podcasts are checked, explain how they will be made accessible and section 508 compliant.

Comments:

3. HOURS FOR CONTENT DELIVERY AND INTERACTION.

Please show the approximate hours anticipated for student activities that take place to fulfill the requirements of “in-class” time as indicated on the course outline of record. For example, a 3 unit/3 hour lecture course has 54 hours of “in-class” time. Activities can include reading lesson module, quizzes and exams, participation and discussion forums, or mandatory face-to-face meetings (hybrid only). Activities DO NOT include activities which would normally be expected as homework such as reading the text, preparing and studying for exams, research assignments, or problem solving exercises.

Activity	Online hours	Face-to-Face hours (for hybrid only)	Total Hours per Semester
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Total Hours

4. **ACCESSIBILITY.** The Americans with Disabilities Act of 1990, section 508 of the Rehabilitation Act of 1973, and California Government Code section 11135 all require that accessibility for persons with disabilities be provided. Title 5, section 55200 explicitly makes these requirements applicable to all distance education offerings. One of the primary concepts of Distance Education (DE) is to offer students “Learning anytime, anywhere.” Therefore, all DE courses and resources must be designed to afford students with disabilities maximum opportunity to access distance education resources “anytime, anywhere” without the need for outside assistance (i.e. sign language interpreters, aides, etc.). Distance education courses and resources must generally be designed to provide “built-in” accommodation (i.e. closed or open captioning, descriptive narration) and/or interface design/content layout, which is accessible to “industry standard” assistive computer technology in common use by persons with disabilities.

After reading the statement above, is there any aspect of the course that cannot be made accessible to students with disabilities? Yes No

If yes, briefly explain the problem and how that problem is resolved in the regular face-to-face class.

Note: It is the instructor’s responsibility to ensure that all course materials including, but not limited to, webcasts, podcasts, audio, and video, are made accessible and section 508 compliant. For more information, contact S. Khaled Hussain and/or Dave Green.

5. INDICATE HOW THE COLLEGE PLANS TO MEET THE EXPENSE OF THIS COURSE.

By additional funds. Describe:

By deleting/rotating sections of existing face-to-face courses:

Please indicated the # of expected online or hybrid sections to be offered in the first year: