

Los Angeles Mission College
DISTANCE EDUCATION (DE) COURSE APPROVAL PROCESS

*The approval process outlined below applies to all new DE courses at the college.
For DE courses requiring updates, complete steps 3 through 7 only.*

Step 1: Complete New Online Course Notification

- Form is available at Curriculum and DE websites.
- Email completed form to Curriculum Chair (Said Pazirandeh).
- Curriculum Chair will distribute form to appropriate campus constituency for review and comments. Comments are accepted within 10 business days.

Step 2: – Complete CMS Certification (Moodle or ECollege/mylabsplus) and Online Pedagogy Certificate (from @One – <http://onefortraining.org>) and provide certification to Department Chair

Step 3: Complete DE Addendum Form

- Form is available at Curriculum and DL websites.
- Faculty may consult with members of DL Committee for assistance

Step 4: Obtain Department Chair approval

Step 5: Obtain Dean Approval

Step 6: Send completed DE Addendum form to Curriculum for approval

- Curriculum DE Tech Review subcommittee reviews the DE Addendum and course shell using DE annotated rubric and makes recommendation for corrections or improvement
- Faculty initiator uses DE Tech Review subcommittee recommendations to improve shell and notifies curriculum when recommended changes are completed
- The DE course approval is placed on the next available Curriculum agenda and voted upon

Step 7: Academic Affairs is notified when course is approved and is available for scheduling