COLLEGE OF THE SISKIYOUS
Curriculum Committee Approval Form for Distance Education

Course Number                                                        Title

Division

Title 5
Course Quality Standards: "The same standards of course quality shall be applied to distance education as are applied to traditional classroom courses, in regard to the course quality judgments made pursuant to the requirements of Section 55002 of this Part, and in regard to any local course quality determination or review process."

Explain how course quality standards will be maintained, and specify how lectures will be delivered:

Instructor Contact: "All approved courses offered as distance education shall include regular effective contact between instructor and students, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, correspondence, voice mail, e-mail, or other activities."

Explain effective instructor/student contact for this course and methodology:

Additional questions:

1. By which modes of delivery is this course currently offered? Check all that apply**.
   - Lab
   - Lecture
   - Interactive
   - Online
   - Hybrid
   - Other

2. For which additional mode(s) of delivery are you seeking approval? Check all that apply**.
   - Interactive
   - Hybrid
   - Online
   - Other

3. How does offering the course by this additional mode(s) of delivery meet the needs of students:

4. What additional expenses, such as licensing fees, will be required to offer this class if taught at a distance?

5. Will the recommended class size maximums and minimums differ for this class if taught at a distance? If so, how and why?

6. If this course has a lab component, explain how labs will be performed. Will the lab be delivered by distance education or taught in person by instructional faculty? (Too brief an explanation will delay approval – use the back side if necessary.)

7. Will this course have any on-campus requirements or require physical attendance at a designated site? If so, describe.

8. Please note: your course must address students with disabilities. Attention to access is required if your course entails the use of print media, audio or videoconferencing (live or pre-recorded), the Web, or software such as Laser video Disc, CD-ROM, or DVD.
   *Contact the Distance Learning Office for additional information at 938-5881.
   **See delivery methods definitions on back.

If this form is being submitted with the Application for Course Approval/Revision, signatures below are not required.

Signature of Division Chair                      Date                                 Signature of Dean                                 Date

Vice President, Instruction _______________________________ Date _______________________________

Revised 9/21/06
DIRECTIONS

For new courses:

Complete this form and attach it to the completed course outline materials.

For currently approved courses that have been reviewed within the last six years:

Complete this form only.

For currently approved courses that have not been reviewed within the last six years:

Complete this form and complete all course renewal materials.

All approved courses offered as distance education shall include regular effective contact between instructor and students, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, correspondence, voice mail, e-mail, or other activities. (Title 5: 55376)

DEFINITIONS:

- **DISTANCE EDUCATION** – Instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology.
- **DISTANCE EDUCATION COURSE** – The delivery of instruction and separation of the student and instructor that utilized one or a combination of technologies in substitution of one or more class hours on a regular basis is considered a Distance Education course/section/session.
- **DISTANCE LEARNING** – The desired outcome of distance education.

COS DEFINITIONS:

<table>
<thead>
<tr>
<th>Interactive</th>
<th>2 way video/2 way audio (offered “real time”); may include section as: 1 way video/2 way audio delivered “live via local cable TV.</th>
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</thead>
<tbody>
<tr>
<td>Online</td>
<td>Course content delivered solely via the Internet; at COS, does NOT require on-campus/F2F activities.</td>
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<tr>
<td>Hybrid</td>
<td>COS Course content delivered via a combination of modes of delivery: Online, with on campus/F2F activities.</td>
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