*The wording provided below is offered as a convenience to instructors. The sections below mirror what you will see in CurricUNET. Working your way from top to bottom, just copy and paste each section as required. You cannot copy and paste the entire document. There are also a couple of places that will require you to either place a check mark or fill in a blank. If you have any questions about sections in the DE component that are not outlined below, feel free to contact Maria Fernandez (fernandez@siskiyous.edu). The curriculum committee members are also available to answer your questions.

**Title 5: 55202**  
**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:**

_Cut and paste wording (paying attention to item # 7 if appropriate)_

1. Distance education courses will utilize the same syllabus, textbook, and assessment activities as the traditional course offering.
2. Weekly modules in online and hybrid courses will provide the opportunity for ongoing lecture, discussion, and assessment activities for both the student and the instructor.
3. Instructor will provide ongoing and timely feedback to students through one or more of the following methods: private messaging in LMS, email, chat/text messaging, videoconferencing, telephone, personalized assignment feedback, discussion board postings, virtual or campus office hour appointments.
4. For video-conferenced offerings, all locations will have access to staff persons to assist in classes, as needed, with the technical aspects of the course delivery.
5. Students will have access to fellow students through discussion boards and/or small group assignments, chatrooms in the LMS, or collaborative projects.
6. Course lectures will be delivered via one or more of the following methods: the LMS modules, video lectures, audio podcasts, discussion postings, video-conferencing.
7. (Add number 7 only if your online course will require proctored exams, including the final exam. In addition to the wording below, provide a pedagogical justification for requiring proctored exams. Please note: the VPI will approve pedagogical justifications separately.)

Exams, including the final exam, may require a designated proctor. If the course is online, students must be able to take their exam at the nearest approved proctoring center. Additional fees for the student may apply. _Insert your pedagogical justification._
Title 5: 55376
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:

Cut and paste wording

Regular instructor to student contact will be initiated by the instructor through one or more of the following methods: weekly announcements in the LMS, private messaging, personalized assignment feedback, discussion postings, chat/IM, videoconferencing, phone conferences, and/or online or campus office hours, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, students will be notified when to expect assignment grading and feedback, and response times for student-initiated questions or comments. Students will also be notified if there are unexpected delays in posting feedback or if the instructor will not be available on certain days or times.

Delivery Methods
Check all that apply

___ Video-conference
___ Online (Internet delayed)
___ Hybrid

Note to faculty: If you are revising course outlines for distance learning components, please select as many of the following options as appropriate: Video-conference, online, or hybrid. This will save time in the long run if COS needs to offer the other options at a later date. HOWEVER, only select options that are appropriate for the course.

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

Cut and paste wording

Additional delivery modes provide students with transportation or scheduling issues improved access to this course offering. In addition, working students are better served due to time flexibility afforded by online delivery.
What additional expenses, such as licensing fees, will be required to offer this class if taught at a distance?

None – or leave blank. If you do expect you will need a license for any online content, check with your Dean or Program Director.

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

Cut and paste wording

The DE course will follow historical or bargained enrollment caps.

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?

Cut and paste wording

No lab component; or use the following:

The online laboratory portion of this course will be fulfilled by completing a combination of online virtual activities or simulations, at-home hands-on activities, and/or autonomous field experiences. Specific examples of activities can be found in the lab content section of the COR. Hybrid courses may include on-campus lab activities and online virtual activities or simulations, at-home hands-on activities, and/or autonomous field experiences.

Will this course have any on-campus requirements or require physical attendance at a designated site? If so, describe. If your online course has on-campus requirements (exams, assessments, orientation, campus meetings, or student conferences, for instance) please explain and/or describe them.

This section is no longer required. Please put

N/A
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.

Cut and paste wording

The college LMS is fully accessible and instructor-created learning materials will be designed to meet accessibility standards as much as possible, including captioned video and alternative text for images. For video-conferenced courses, technology will be used to meet accessibility standards as much as possible, including captioned video and lapel mics for the instructor. Students have the right to request reasonable modifications to college requirements, services, facilities or programs if their documented disability imposes an educational limitation or impedes access to requirements, services, facilities or programs through the Disabled Student Program & Services (DSPS).

(DSPS wording updated 11/28/2016 by DSPS Coordinator)