

## Taft College Distance Learning Approval Form

**Course:**

**Submitted by:**

**Date:**

**(Please submit this form electronically as a Word file to the DE Coordinator)**

This course is to be taught: Online \_\_\_\_\_, Hybrid \_\_\_\_\_, Offline \_\_\_\_\_

Answer the following questions for each modality requested:

**1. What is the justification for this course to be taught in a distance learning format?**

- Some of the potential responses here could be based on trying to increase enrollment, or trying to meet student demand for the course without impacting scheduling issues.

**2. In what ways might this course present unique challenges in the distance education environment, and how will they be overcome?**

- As an example, if your course requires student presentations, how will that be accomplished in the distance education environment?

**3. How will this course be developed to promote regular effective instructor/student contact?**

- Be specific. Simply stating "Email and/or LMS Message Posts" is not specific. Detail how the methods that will be used to maintain effective contact will be put into place. (REC Procedure as part of [AP 4105](#)) (For example: weekly announcements; reminder emails; Instructor-led Cranium Café study sessions and office hours; participating in class discussion forums; replying to student emails, phone calls, mail, as specified in the syllabus)

**4. Describe ways the content of the course will be delivered or presented.**

- For example, instructor-created videos, PDFs, web links, Canvas Content Pages, student collaboration projects, and the course textbook could be used to deliver content.

**5. How will you ensure the students can successfully navigate your course?**

- For example, ways to help guide your students through your course might include creating a video with you recording your desktop (screen-casting) as you demonstrate stepping through your class and the modules in your class; or, it might

include a Content Page within Canvas that explains how the students will proceed through the class.

**6. How will you assess student learning within Canvas?**

- For example, tests and quizzes within Canvas, essays/papers, discussion forum responses, and projects could be different ways to assess student learning.

**7. Will this course use a textbook other than what is currently approved for the face-to-face class?**

- If this class is not taught face-to-face, or a different textbook will be used, has the textbook gone through the appropriate approval process?

**8. List all types of materials, supplemental online platforms and how accessibility issues will be addressed?**

- Consider [AP 5145](#) in your response. Will PDFs, instructional videos, MyMathLab, Word files, audio files, PowerPoint presentations be used? If so, each resource needs to be accessible.

**9. Does this course contain a lab requirement? If so, how will the lab requirement be met?**

**10. If this course is approved to be offered in a Distance Learning format, will this action push the percentage of Distance Learning courses offered in the program over 50%?** If so, this will trigger the need for a Substantive Change to be submitted to ACCJC. If you are not sure about how to respond to this question, you can leave this response blank and have the division chair and/or the DE Coordinator determine whether this change of delivery methods will push the percentage over 50%.



DE Committee Comments:

Date forwarded to the Curriculum Committee:

Curriculum Committee Comments:

Course Approved or Disapproved