

**IMPERIAL VALLEY COLLEGE - CURRICULUM COMMITTEE FORM  
DISTANCE LEARNING COURSE OUTLINE ADDENDUM**

DEPARTMENT: \_\_\_\_\_ COURSE NO.: \_\_\_\_\_  
 TITLE: \_\_\_\_\_  
 ORIGINATOR: \_\_\_\_\_ DATE: \_\_\_\_\_  
 DIVISION: \_\_\_\_\_ EFFECT CAT YR: \_\_\_\_\_ HOURS \_\_\_\_\_  
 EXISTING COURSE: YES NO NEW COURSE: YES NO LECTURE \_\_\_\_\_  
 CLASS SIZE LIMIT: \_\_\_\_\_ UNITS: \_\_\_\_\_ LAB \_\_\_\_\_

**MODE OF DISTANCE EDUCATION**

\_\_\_\_\_ HYBRID \_\_\_\_\_ INSTRUCTIONAL TV \_\_\_\_\_ OTHER (IDENTIFY): \_\_\_\_\_  
 \_\_\_\_\_ ONLINE \_\_\_\_\_ E-CONFERENCE \_\_\_\_\_

**TITLE 5 - CALIFORNIA CODE OF EDUCATION REGULATIONS**

**55372** Course Quality Standards: "The same standard of course quality shall be applied to distance education as are applied to traditional classroom courses, in regard to the course quality judgment made pursuant to the requirements of Section 55002 of this Part, and in regard to any local course quality determination or review process."

**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."

**55378** Curriculum Review: "Each proposed or existing course, if delivered by distance education, shall be separately reviewed and approved by the curriculum committee prior to being offered."

**ADDRESS THE FOLLOWING QUESTIONS:**

1. **JUSTIFICATION/NEED** (Briefly explain how students benefit by providing this course using distance education technology?):

2. **COURSE OBJECTIVES (MEASURABLE) AND MINIMUM STANDARDS FOR GRADE OF "C"**  
 Course objectives and minimum standards for a grade of "C" will remain the same as identified on the official course outline of record.

3. **METHODS OF INSTRUCTION (Instructor/Student Contact):**  
 Please identify your "Instructional Methodology" from the "Course Outline of Records" in to the section below for the standard course. Then please continue and identify the Asynchronous and Synchronous methods you plan to use in your DE course.

- Instructional Methodology - Standard Course (Check all that apply):**
- |  |   |
|--|---|
| <input type="checkbox"/> Audio Visual                  | <input type="checkbox"/> Discussion                       |
| <input type="checkbox"/> Case Study                    | <input type="checkbox"/> Group Activity                   |
| <input type="checkbox"/> Computer Assisted Instruction | <input type="checkbox"/> Individual Simulation/Assistance |
| <input type="checkbox"/> Demonstration                 | <input type="checkbox"/> Lab Activity                     |
| <input type="checkbox"/> Other - Specify: _____        | <input type="checkbox"/> Lecture                          |

- Asynchronous Communication - Distance Education Course (Check Off All That Apply)**
- |   |   |
|---|---|
| <input type="checkbox"/> Course Management System (CMS) Discussion Boards | <input type="checkbox"/> Fax                        |
| <input type="checkbox"/> Discussion Area/Bulletin Board                   | <input type="checkbox"/> Frequently Asked Questions |
| <input type="checkbox"/> Email  | <input type="checkbox"/> List Servers               |
| <input type="checkbox"/> Other - Specify: _____                           | <input type="checkbox"/> Newsgroup                  |

- Synchronous Communication - Distance Education Course (Check Off All That Apply)**
- |   |   |
|---|---|
| <input type="checkbox"/> Chat Room              | <input type="checkbox"/> Instant Messenger    |
| <input type="checkbox"/> Face-to-Face Meeting   | <input type="checkbox"/> Orientation Sessions |
| <input type="checkbox"/> Group Meetings         | <input type="checkbox"/> Telephone Sessions   |
| <input type="checkbox"/> Other - Specify: _____ |   |

3. **METHODS OF INSTRUCTION (Instructor/Student Contact):** (CONTINUED)

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Specify any adaptations in instructional methodology resulting from offering this course in the distance learning mode you have selected (online or hybrid), as opposed to the face-to-face mode assumed by the current course outline.

**4. METHODS OF EVALUATION** (Address those methods which are changed because of the online mode.):  
Please describe how you will evaluate students.

Identify your methods of evaluation from the course outline into the space below and describe how the evaluation methods in the course outline will be adapted for use in the online environment.

Examples of online methods of evaluation: Essays and research papers submitted via email attachments; open-book essay and short answer exam questions submitted via email; timed quizzes and tests using the CMS; projects submitted via attachments in the CMS discussion forum; online discussion participation (pairs, groups, whole class); proctored exams.

Method of Evaluation - Standard Course (Check all that Apply):
<input type="checkbox"/> Class Activity
<input type="checkbox"/> Essay
<input type="checkbox"/> Exams
<input type="checkbox"/> Final Exam
<input type="checkbox"/> Homework
<input type="checkbox"/> Problem Solving Exercise(s)
<input type="checkbox"/> Objective
<input type="checkbox"/> Oral Assignments
<input type="checkbox"/> Quizzes
<input type="checkbox"/> Skill Demonstration
<input type="checkbox"/> Written Assignments
<input type="checkbox"/> Other - Specify: _____

**Describe Adaptation(s) for Online Environment:**

**5. ACCESSIBILITY ISSUES** (Explain how students with disabilities will be accommodated.):

*Accessibility: Title V, Code of Regulations, Section 55370 et seq. expressly states that the requirements of the Americans with Disabilities Act are applicable to distance education courses.*

*Web site course material will be developed according to current accessibility standards. Students needing accommodations related to their specific disability should contact Disabled Student Programs and Services (DSPS) to arrange for appropriate accommodations. T. Ceasar 09/07/06*

**6. TECHNICAL SUPPORT** (Explain how any equipment/staff currently not provided will be obtained.):

What equipment and staff are necessary to support the course (for students and faculty)? Is it already available?

**7. Is there a materials fee for the face-to-face course?**

\_\_\_\_\_ Yes or No  
\_\_\_\_\_ Yes or No

**If yes, is the online section exempt?**

*If yes, explain about the need for the materials fee.*

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- 8. ADDITIONAL RESOURCES** *(Explain what additional resources are needed and what the plan is to obtain said resources.):  
Are additional resources/or secretarial support needed or anticipated to teach by distance learning?*

**9. STUDENT SERVICES**

*Please describe how you will provide students with access to counseling and financial aid services.*

*Students may access counselors and financial aid assistance when on campus for counseling and testing sessions. Email (gloria.carmona@imperial.edu) and phone (760-355-6138) assistance are also available. V. Jaime, Vice President, Student Services 03/03*

**10. OTHER**

*Any additional comments or notes that are relevant to the course.*