**Taft College Distance Learning Approval Form**

**Addendum to the Course Outline of Record**

Course #:

Course Title:

Submitted by:

Date:

**Please electronically submit this form, along with the COR and C-ID if available, as a Word file to the Director of Distance Education.**

1. Has this course previously been approved for distance learning?

[ ]  Yes, course is already approved for distance learning and this form is being updated as part of the course review cycle.

[ ]  No

[ ]  Other (please explain):

1. This course is being approved for online, offline, and hybrid delivery. If you feel one or more of those deliveries is not appropriate for this course, please select and explain below:

[ ]  Course is appropriate for all three methods of delivery (no explanation needed).

[ ]  Course is not appropriate for online delivery:

[ ]  Course is not appropriate for offline delivery:

[ ]  Course is not appropriate for hybrid delivery:

1. 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 you are not sure, view the[**IR Accreditation page for Substantive Change**](http://ct-prod-wp.taftcollege.edu/iarp/substantive-change/)or ask the division chair and/or the DE Director to determine.

[ ]  Prior to this submission, the percentage of Distance Learning courses offered in the program was already over 50%

[ ]  This course will NOT push the percentage of Distance Learning courses offered in the program over 50%

[ ]  This course will push the percentage of Distance Learning courses offered in the program over 50% and a Substantive Change has been submitted to ACCJC.

1. All course outcomes identified in the Course Outline of Record must be met in the distance learning environment. Identify any unique challenges related to outcomes in this course specific to the distance education environment. For those identified, explain how they may be met in a distance learning environment.

[ ]  Beyond maintaining regular and effective contact and adhering to accessibility requirements, this course does not present any unique challenges to meeting all course outcomes (no explanation needed).

Potential challenges to meeting course outcomes:

[ ]  Educational materials

[ ]  Labs

[ ]  Models

[ ]  Presentations

[ ]  Requirements to present in front of live audience

[ ]  Field trips

[ ]  Requirements to attend a live performance

[ ]  Other:

Explain how each identified challenge can be met in a distance learning environment:

1. In accordance with [Title 5](https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=ICD714E20D48411DEBC02831C6D6C108E&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default) and [AP 5145](http://www.taftcollege.edu/board-of-trustees/wp-content/uploads/sites/47/2016/12/New-AP-5145-Accessibility-Standards-for-Electronic-and-Information-Technology-1-31-17.pdf) instruction provided as distance education is subject to the requirements that may be imposed by the Americans with Disabilities Act (42 U.S.C. § 12100 et seq.) and section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794d).

[ ]  I/We have read the full text of [Title 5](https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=ICD714E20D48411DEBC02831C6D6C108E&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default) Section 55206, [AP 5145](http://www.taftcollege.edu/board-of-trustees/wp-content/uploads/sites/47/2016/12/New-AP-5145-Accessibility-Standards-for-Electronic-and-Information-Technology-1-31-17.pdf) and the requirements listed below. To ensure access to education for all students, I/We agree that the course content will be designed and maintained to ensure that it is ADA and 508 compliant.

**ADA and 508 Compliance Requirements:**

1. Videos are accurately captioned.
2. Audio files are transcribed.
3. Objects (including images, tables, and charts) have alternative text.
4. Course materials are “readable” in terms of font, color contrast, and spacing. Color is not the only method used to convey meaning.
5. Hyperlink text is meaningful.
6. Documents are created in such a way that screen reading software can “read” them. (i.e. styles are used; column header rows in tables are specified, etc.)
7. In accordance with [Title 5](https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=ICD714E20D48411DEBC02831C6D6C108E&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default) and [AP 4105](http://www.taftcollege.edu/board-of-trustees/wp-content/uploads/sites/47/2016/12/Revised-AP-4105-Distance-Learning-9-8-15.pdf) this course must promote regular effective instructor/student contact.

[ ]  I/We have read the full text of [Title 5](https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=ICD714E20D48411DEBC02831C6D6C108E&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default) Section 55204 Instructor Contact, [AP 4105](http://www.taftcollege.edu/board-of-trustees/wp-content/uploads/sites/47/2016/12/Revised-AP-4105-Distance-Learning-9-8-15.pdf), and the guidelines listed below. Having thoughtfully considered the educational value of offering this course in the distance education environment, I/We agree that this course will consistently promote regular effective instructor/student contact.

**Regular Effective Contact Guidelines:** DE courses are considered the “virtual equivalent” to in-person courses. Lack of regular, timely, and effective contact between students and instructors is a major factor in student attrition and poor performance in online courses. Therefore, an instructor shall regularly initiate interaction with students to determine that they are accessing and comprehending course material and that they are participating regularly in the activities in the course.

Recommended:

* 1. Syllabus includes a communication policy that explains or states the following:
		1. the frequency of all contact initiated by the instructor.
1. the timeliness of response to student-initiated contact.
2. the course policy regarding student-initiated contact (where to post questions, assignments, etc.)
3. important dates, such as assignment and assessment deadlines.
4. Instructor contact information which includes virtual or in-person office hours.
5. The student-to-student contact requirements for the course.

Required:

* 1. Regular effective contact will be maintained over the course of a week and should occur as often as is appropriate for the course. A response time of 24‐48 hours, Monday through Friday is desirable but may vary based on course requirements and extenuating circumstances.
	2. Frequent and substantive feedback is provided throughout the course. A statement describing the frequency and timeliness of instructor feedback will be posted in the syllabus and/or other course documents that are made available for students when the course officially opens each semester.
	3. Regarding the type of contact that will exist in all Taft College distance learning courses, instructors will use three or more of the following methods to maintain contact with students outlined in [AP 4105](http://www.taftcollege.edu/board-of-trustees/wp-content/uploads/sites/47/2016/12/Revised-AP-4105-Distance-Learning-9-8-15.pdf):

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| a. Orientation materials | g. Face‐to‐face formal meetings | m. Personalized feedback for student work |
| b. Weekly announcements in the CMS | h. Feedback for student work | n. Voicemail and telephone |
| c. Threaded discussion boards  | i. Podcasts | o. Interactive mobile technologies |
| d. Email contact (within or outside the CMS) | j. Instructor-prepared e‐lectures or publisher-created e‐lectures or materials | p. Videoconferencing |
| e. Participation in online group collaboration projects | k. Virtual Office hours | q. Live orientation or review sessions |
| f. Face‐to‐face informal meetings  | l. Screencasts | r. Others as appropriate |

DE Committee Comments:

### Date forwarded to the Curriculum Committee:

### Curriculum Committee Comments:

### Course Approved or Disapproved