Online Course - Supplement to the Course Outline of Record
Los Medanos College   2700 East Leland Road Pittsburg, CA 94565   (925) 439-2181

Department: _____   Course #: _____   Author: _____

Course Title: _____   If new course, beginning sem/year: _____

Total Units of Course: _____
Lab Hrs. : _____   Lecture Hrs. : _____

Instructions:
- Submit this completed form along with a copy of the course outline of record (COOR) or the Experimental course outline of record (900 form) to your Dean.
- Submit an ELECTRONIC COPY of this form and the course outline to the Office of Instruction.
- It is recommended that you consult with the Distance Education Committee, and for GE courses with the GE Committee, as their recommendation will expedite the approval of the Curriculum Committee.

Information	_Evaluation of Distance Education Committee_
1. Sections of this course may be: ☐ Completely Online ☐ Partially Online Percentage of Course Online : _____ Percentage of Course Face to Face : _____ Online Lab Hrs.: _____ Online Lecture Hrs.: _____	☐ Yes ☐ No ☐ Needs Clarification
2. In addition to Desire2Learn, will you also be using an additional online site (e.g. MyMathLab) where individual student work will take place (e.g. assignments, tests, etc.)? ☐ Yes If yes: 1. Specify the site: _____ ☐ No 2. What percent of the overall course will be conducted on this site? _____ Note: Student access of these sites must be done through Desire2Learn for the purpose of authentication.	☐ Yes ☐ No ☐ Needs Clarification
3. Please describe *how* you will use the options below to achieve regular substantive instructor-student contact. Please include specific examples.	
a. Discussion Board (asynchronous)	☐ Yes ☐ No ☐ Needs Clarification

b. Email	☐ Yes ☐ No ☐ Needs Clarification
c. Chat (synchronous)	☐ Yes ☐ No ☐ Needs Clarification
d. Telephone/voice mail	☐ Yes ☐ No ☐ Needs Clarification
e. Face to face meetings (groups or individuals)	☐ Yes ☐ No ☐ Needs Clarification
f. File exchanges (e.g. "digital drop-box")	☐ Yes ☐ No ☐ Needs Clarification
g. Other	☐ Yes ☐ No ☐ Needs Clarification

4. For each course level student learning outcome, explain and give examples of how students will achieve the outcome in an online learning environment (add CSLOs if needed).

CSLO	Evaluation
CSLO #1	☐ Yes ☐ No ☐ Needs Clarification
CSLO #2	☐ Yes ☐ No ☐ Needs Clarification
CSLO #3	☐ Yes ☐ No ☐ Needs Clarification
CSLO #4	☐ Yes ☐ No ☐ Needs Clarification

Department and Distance Education Committee Signatures:

Distance Education Committee recommendation

☐ Recommended

☐ Not recommended

☐ Recommended with changes

_____ _____
Department Chairperson   Date   Online advisory committee chairperson   Date

5. For completely online GE courses only: How do you propose to integrate the ***oral communication (speaking) criterion*** into your completely online course? Explain how the course will incorporate *both aspects* of the oral communication criterion in a completely online course. *(Reviewed by the GE Committee)*

    a. GE courses are required to "provide regular opportunities for students to **explore ideas and communicate orally.**" *Explain* how such **small group activities** will be achieved in a completely online course using technologies such as:

        i.   Telephone (teleconference/web conference)
        ii. Synchronous Chat
        iii. Other similar technology

    b. In GE courses, "students should demonstrate the ability to **speak effectively both in small groups and whole class presentations.**" *Explain* how such presentations will be accomplished in a completely online course using technologies such as:

        i.   Web conferencing
        ii. Video clips (audio visual recording)
        iii. Oral Presentation to an audience with authorized proctor
        iv. Other similar technology

General Education Committee Signature:

GE Advisory Committee recommendation

☐   Recommended

☐   Not recommended

☐   Recommended with changes

_____
GE advisory committee chairperson   Date

CURRICULUM COMMITTEE ACTION
Curriculum Committee action

☐   Approved

☐   Not approved

☐   Approved with changes

_____   _____
Curriculum committee chairperson   Date   President   Date