

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.

<u>Information</u>	<u>Evaluation of Distance Education Committee</u>
1. Sections of this course may be: <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div> <input type="checkbox"/> Completely Online </div> <div> <input type="checkbox"/> Partially Online </div> </div> <div style="margin-top: 10px;"> Percentage of Course Online : _____ Percentage of Course Face to Face : _____ Online Lab Hrs.: _____ Online Lecture Hrs.: _____ </div>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Needs Clarification </div>
2. What course management system will you use? <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div> <input type="checkbox"/> Blackboard </div> <div> <input type="checkbox"/> Other (please specify) </div> </div>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Needs Clarification </div>
3. Please describe <i>how</i> you will use the options below to achieve regular effective instructor-student contact. Please include specific examples. <div style="margin-top: 10px;"> a. Discussion Board (asynchronous) </div>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Needs Clarification </div>
<div style="margin-top: 10px;"> b. Email </div>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Needs Clarification </div>

c. Chat (synchronous)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Needs Clarification
d. Telephone/voice mail	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Needs Clarification
e. Face to face meetings (groups or individuals)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Needs Clarification
f. File exchanges (e.g. "digital drop-box")	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Needs Clarification
g. Other	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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.

CSLO	<i>Evaluation</i>
CSLO #1	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Needs Clarification
CSLO #2	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Needs Clarification
CSLO #3	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Needs Clarification
CSLO #4	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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
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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:
- Telephone (teleconference/web conference)
 - Synchronous Chat
 - 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:
- Web conferencing
 - Video clips (audio visual recording)
 - Oral Presentation to an audience with authorized proctor
 - Other similar technology

General Education Committee Signature:

- GE Advisory Committee recommendation
- ☐ Recommended
- ☐ Not recommended
- ☐ Recommended with changes

GE advisory committee chairperson	Date
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CURRICULUM COMMITTEE ACTION

- Curriculum Committee action
- ☐ Approved
- ☐ Not approved
- ☐ Approved with changes

Curriculum committee chairperson	Date	President	Date
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Distribution: Original: Office of Instruction

Copies: Department Chairperson, Online Advisory Chairperson, GE Advisory Chairperson

updated 10-19-11