DISTANCE EDUCATION PRIMER FOR CURRICULUM REVIEW
State Mandated Criteria

Definition of Distance Education
- Instruction is delivered by any one of several technological modes (online, videotapes, teleconferencing, etc.)
- Students and instructors are separated by physical distance at least part of the time

Required Curriculum Committee Review
- Distance education classes must be separately reviewed and approved by the Curriculum Committee
  - before they are offered for the first time
  - when course content, technology, or requirements are significantly modified
- Separate review applies to
  - courses offered only in D.E. modality
  - D.E. delivery of existing courses
- Review includes regulations and guidelines applicable to all courses, including compliance and good practice requirements.
- Review follows standard college process:
  - new course proposal for uniquely D.E. courses
  - modification proposal for existing courses being modified for D.E. delivery
  - *Note: If the COR for an existing course reflects significant changes in the topics or objectives, or if D.E. delivery significantly alters the nature of the course experience, the course must be submitted as a new course with a unique course outline.

Sections of the COR Requiring Revision for D.E. Delivery
- Methods of instruction (including provisions for instructor-student contact)
- Assignments
- Methods of Evaluation
- Textbooks and Instructional Materials

Additional Elements Requiring Review
- Need
  - How does course serve the needs of the college?
  - How will it enhance student learning opportunities?
- Access
- Will additional populations be served?
- Is reasonable access to equipment and services available to students?
- Are provisions in place for ADA compliance?

**Feasibility**
- Are sufficient equipment, materials, technical support, and training in place?
- Will the course put significant additional demands on college resources?

**Type and frequency of instructor-student contact**
- How will instructors and students interact?
- How often will they interact with one another?
- Will instructor be reasonably available to students?

**Carnegie unit equivalence**
- Will units be computed by week or by semester?
- How many hours will be required for lecture-equivalent activities?
- How many for other assignments?
- How will these hours be tracked?