

**SADDLEBACK COLLEGE
DISTANCE EDUCATION / HYBRID COURSE
CURRICULUM COMMITTEE APPROVAL FORM**

Title 5 of the California Code of Regulations, Section 55206, states that “if any portion of the instruction in a proposed or existing course or course section is designed to be provided through distance education in lieu of face-to-face interaction between instructor and student, the course shall be separately reviewed and approved according to the district’s adopted course approval procedures.”

Each course, therefore, whether hybrid or fully online, shall be approved by the Curriculum Committee and must include a description of how regular effective contact will be met. Given the variety of ways in which regular effective contact can be met and hybrid courses can be designed, **approval shall only pertain to the individual faculty member listed on this form.**

How to Complete this Form:

Submit this approval form for the **first offering** by an instructor of a distance education or hybrid course, or if there are **substantial changes** in the methods of instructional delivery or regular effective contact from a previously approved DE or hybrid course. If the course will be team taught, each instructor should fill out a separate form.

All sections (1-12 and 15-16) must be complete and a course syllabus for this offering must be attached.

Due Dates:

Semester	Session	Due Date
Fall	Full semester /1 st 8-week	2 nd Friday in April
Fall	2 nd 8-week (DE Only)	1 st Friday in September (will not be in printed schedule)
Spring	Full semester/1 st 8-week	First Due Date: 1 st Friday in May Final Due Date: 4 th Friday in August* *will not be included in first proof
Spring	2 nd 8-week (DE Only)	1 st Friday of February (will not be in printed schedule)
Summer	All sessions	4 th Friday of January

Terminology:

Distance Education (DE) course – Any course in which 100% of the course is taught through mediated instruction in lieu of face-to-face interaction between instructor and student.

DE Hybrid Course – Any course in which more than 51% but less than 100% of the course is taught through mediated instruction in lieu of face-to-face interaction between instructor and student.

Hybrid Course – Any course in which less than 51% but more than 5% of the course is taught through mediated instruction in lieu of face-to-face interaction between instructor and student. No course may have less than 5% mediated instruction.

Method of Instruction Codes (for information purposes only):

M51 – DE, Two-Way Interactive (SMART classroom)

M62 – DE and DE Hybrid, Audio (radio and classroom, or radio and online)

M63 – DE, Video Only (Telecourses) – NO LONGER AVAILABLE FOR SCHEDULING

M64 – DE and DE Hybrid (video and classroom; audio and classroom; video and online; audio and online)

M72 – DE and DE Hybrid (all online; online and classroom in which 51% or more is online)

M73 – Hybrid (online and classroom in which 50% or less is online, including classes in which the learning center labs are considered their classroom portion such as all CIM courses)

Important Note: All courses coded as M62, M63, M64 and M72 are considered to be independent studies courses and do not require positive attendance reporting, unless the hours of classroom time are not scheduled. M73, or hybrid, courses, with the exception of those with learning center labs, require positive attendance reporting at the end of the semester. M72 courses without scheduled classroom hours (TBA) will also require positive attendance reporting.

Ticket # & Method of Instruction Code (OOI only)

1. **Faculty requestor:** _____
2. **Is this a team taught course?** _____ **If so, name of the other instructor(s):** _____
3. **Semester for DE version to start:** _____
4. **How many ticket numbers do you need?** _____
5. **Course ID:** _____ **Course Title:** _____
6. **Catalog ID:** _____
7. **Units:** _____
8. **Total number of faculty contact hours* for this course (see chart below):** _____
9. **What hours and percentage of time is spent in each of the following areas:**

	Hours	%
Classroom	_____	_____
Lab	_____	_____
Learning Center	_____	_____
Online	_____	_____
SMART Classroom	_____	_____
Video	_____	_____
Radio	_____	_____
TOTAL		100%

WFCH	TFCH*
.5	8.3
.75	12.45
1	16.6
1.5	24.9
2	33.2
2.5	41.5
3	49.8
3.5	58.1
4	66.4
4.5	74.7
5	83.0
6	99.6
7	116.20
7.5	124.5
8	132.8
9	149.4
10	166.0

10. **Content Delivery:** How do you plan to deliver the course content via distance education (e.g. online written lectures, podcasts, video clips)? _____
11. **Regular Effective Contact:** How do you plan to provide for regular effective contact between the instructor and the students in this DE course? Describe both the nature and frequency of instructor-student interactions. _____
12. **Assignments:** Describe any changes in the reading, writing, oral and other assignments made necessary as a result of offering this course by DE (for example, all internet courses should have a threaded discussion requirement in lieu of oral assignments). _____
13. **Accommodations for Students with Disabilities (add this section to the student syllabus for your DE course):**
 “This course meets the requirements set forth in the accessibility checklist and universal design grid provided by Special Services. The Web pages, video presentations, textbooks and class materials used in this course are accessible to students with disabilities.” If you have questions on how to make accommodations, please contact Mike Sauter, the Alternate Media Specialist.
14. **Notifications:**
 Please send copies of the signed form to the following:
 - Center for Instructional Design and Distance Education (Sheri Nelson)
 - DE Librarian (Elizabeth Horan)
 - Alternate Media Specialist (Mike Sauter)
15. **Dean Review/Signature:**
 Division Dean: _____ Date: _____
16. **Signatures:**
 Faculty Requestor: _____ Date: _____
 Department Chair: _____ Date: _____