Online Course Approval FAQs

1. **What is OE? Do we use the term DE anymore?**
   
   *OE – Online Education (replaces previous term DE or Distance Education)*

2. **Which courses need to go through the Online Course Approval Process?**
   
   *All Credit or Non-Credit courses that will or might be taught with any portion online. Note: an occasional online announcement or assignment in an otherwise face-to-face course would not need to be approved with this process.*

3. **Does an individual faculty member need approval to teach an online course?**
   
   *This is a department/division decision.*

4. **Who can suggest a course be taught online?**
   
   *Any faculty member, department chair, or dean*

5. **What if the faculty, chair, or dean doesn’t agree with the request to teach a course online? Who decides?**
   
   *Ultimately the decision lies within the department but the Online Education Committee can help mediate the discussion and assist departments in coming up with a design making plan.*

6. **Why do online courses need additional separate approval?**
   
   *The State Chancellors Office requires regular and effective contact when courses are not taught in face to face format as well as a formalized process for individual course approval. The Accrediting Commission for Community and Junior Colleges (ACCJC), requires “regular and substantive” contact and evidence that courses have gone through an approval process. Additionally, on site visits, accreditation reviewers will look for evidence that the identified methods are being carried out through evidence based review.*

7. **Who is on the Curriculum Sub Committee?**
   
   *The department chair and representatives from the OE committee and Curriculum Leadership team, multiple sub-committee groups could exist simultaneously as volume demands.*

8. **What happens at the curriculum sub-committee approval meeting?**
   
   *A review of the proposed methodology as related to the class content. By the time they reach sub-committee review, addendums should have received multiple views and feedback with time to make any corrections so the sub-committee reviews should not result in any major surprises.*

9. **How long does the consent process take?**
   
   *Items go from the sub-committee to the full Curriculum Committee. They must ready for the agenda the Friday before the next Curriculum committee meeting. From full Curriculum meeting they go on to the agenda for the next soonest Senate Meeting. From Senate approval, the items go onto the next board meeting docket, typically the 2nd Friday of the month for the end of the month meeting). Roughly this is a 5-8 week process.*

10. **If a course was previously approved for a single instructor to teach it (using the old C2/C3 process) does it need to go through the current Online Course Approval Process?**
    
    *Yes. While much of the information from the “instructor” approval forms will be relevant, the new course-level addendum and approval process does need to be completed for any course scheduled to be taught in any percentage online. (Note for classes already scheduled for Summer or Fall 2015, the schedule will not be changed but the documentation will need to be complete before scheduling for Spring 2016)*

11. **What is considered an “online” course?**
    
    *A course where any portion is intended to be conducted online (an occasional online assignment or announcement does not need full course approval)*
12. Who decides how much of the course will be taught online?
   That is a scheduling decision made at the department level in conjunction with the Dean.

13. Where does Quality Control come in?
   Online Course Approval Documentation will be an addendum to the Course Outline of Record (COR). Just as the current faculty evaluation instrument requires synchrony with the COR being taught as intended, the addendum adds methodology elements to the COR that can be used for comparison purposes during an evaluation when the course is being taught online.

14. How does the Online Course Approval process align with the Online Education Initiative (OEI) goals?
   The OEI course evaluation rubric was used to inform the development of the Online Course addendum form.

15. If I’ve never taught online before, where can I get help with questions about methodology for example effective online assignments, translating a face to face course to an online course, and elements of best practice?
   Contact the Online Education Chair, or the Faculty Coordinators in the Faculty Center

16. I need help with technical elements such as uploading videos, recording podcasts, navigating Blackboard, and converting documents. Who do I ask?
   Technical Specialists in the Faculty Center

17. What happens if the course is not approved by curriculum sub-committee?
   Recommendations for revision will be given to faculty member and course can be re-submitted.

18. How often does a course have to go through this process?
   The addendum will be reviewed during the next regular scheduled review session for the entire COR.

19. Where can I find the Paperwork?
   The addendum form, directions, and support options will be emailed to you in response to your notifying the curriculum chair (June Millovich jmillovich@saddleback.edu) that you are starting the process. You can notify the curriculum chair with multiple courses listed in one email.

20. How do I get started if I want to schedule a course online?
   Clear it with your department chair, and then contact the Curriculum Chair June Millovich jmillovich@saddleback.edu for the form, directions, and support options.

21. What is the role of the Curriculum Committee in the Online Course Approval Process?
   Consent approval after the curriculum sub-committee for online courses approval as reviewed and approved courses.

22. What is the role of the Online Education Committee in the Online Course Approval Process?
   To provide assistance in online teaching methodology, course design and course migration prior to completing the online course addendum. Additionally, the OE committee may provide assistance/mediation for departments/divisions with disagreements regarding online offerings.

23. What is the role of the Technical Specialists in the Online Course Approval Process?
   They do not have a role in the approval process but when faculty are preparing courses to teach, they can assist with any type of technical course construction issues.

24. What If I am developing a new course that will be taught online?
   As soon as the course gains local approval the addendum and approval process can be started.
25. How do I know if my course is ADA compliant?
   At the time of course construction, the OE committee, faculty coordinators, and technical specialists can review and assist with compliance.

26. I’m a chair and one of my faculty or my dean wants to teach a course online. What’s my role?
   Use your best judgment to determine if this is a good option to meet the needs of your student population and if so, provide your approval (At this point, approval can be provided by email cc when notifying the curriculum chair of intent to put this course through the process). If it is requested by the dean, and it is not a class you currently teach you will also need to identify a faculty or associate faculty member to address the elements of the addendum and teach the course.

27. I’m a dean and one of my chairs or faculty wants to teach a course online. What’s my role?
   Discuss scheduling feasibility with chair. If nothing preventative is revealed, provide approval. (At this point, approval can be provided by email cc when notifying the curriculum chair of intent to put this course through the process)

28. For 2015 Summer and Fall courses already scheduled –what is the process?
   All currently scheduled classes will remain scheduled for Summer and Fall 2015. We will be working with chairs to create and move addendums through the approval process in this order: Classes scheduled for Summer, remaining unapproved classes scheduled for Fall. All classes will need to complete the addendum and approval process prior to being scheduled for Spring 2016.