

LONG BEACH COMMUNITY COLLEGE DISTRICT
DISTANCE EDUCATION ADDENDUM TO A NEW/EXISTING CLASS

Any course that has a distance education learning experience component must be separately reviewed and approved by the Curriculum Committee to ensure compliance with ACCJC Standards, ACCJC's Policy on Distance Education, and Title 5. Title 5 regulations define distance learning as instruction in which the instructor and student are separated by distance and interact through the assistance of technology. Title 5 regulations require that the Curriculum Committee solicit the following information as an addendum to the official course outline of record and consider it in approving a course to be offered as a distance learning experience. The department must provide complete, detailed, and numbered answers with specific illustrations to the following questions. The local curriculum review process for distance learning course proposals includes guidelines to assure an equivalent educational experience for students. The existing course outline is the basis for the distance learning proposal.

Course No. & Title:

Units: (Hours:)

Semester & Year to be Offered in:

This distance learning course is required to be equivalent and comparable to its on-campus version in all aspects but the delivery modality. Separate approval is required for each type of distance learning course.

Select all that apply:

**Online Course
(Asynchronous)**

The entire course will be taught through distance learning, online using the Internet. Online courses may include video content (streaming video or cable broadcast).

No on-campus meetings.

**Online Course
(Limited Synchronous)**

The course will be taught using a combination of online and some regularly or irregularly scheduled synchronous meetings in a virtual environment (e.g. ConferZoom).

No on-campus meetings.

Hybrid Course

The course will be taught using a combination of online and some regularly or irregularly scheduled face-to-face, on-campus meetings of any length & time.

Some on-campus meetings.

Your answers must clearly address ALL modalities that have been selected.

- 1.** Describe how course **outcomes/objectives** and content will be **delivered** (e.g. what are the methods of instruction being used, approximate time schedule, necessary instructional materials). Describe assignments and **methods of evaluation**.

2. What is your **rationale** for teaching this course via distance learning?
Consider the pedagogical, practical, and technical benefits.

3. What are the **anticipated challenges** with teaching this course via distance learning?
Consider the pedagogical, practical, and technical challenges.

4. How do you propose to establish and maintain **regular and effective contact** with students
as required by [Title 5, Section 55204](#). For details and examples view [OLET Regular & Effective Contact Requirements](#).

In addition to the requirements of Title 5, Section 55002 and any locally established requirements applicable to all courses, district governing boards shall ensure “Any portion of a course conducted through distance education includes regular effective contact between instructor and students, and among students.”

5. Describe how the design of the course will **ensure accessibility** for students with disabilities.
This is required by the Americans with Disabilities Act (42 U.S.C. § 12100 et seq.) Section 508 of the Rehabilitation Act of 1973, CA Gov Code 11135, and the CCC Distance Education Access Guidelines.

For details view [OLET Web Accessibility in DL Courses Form](#).

If you wish to inactivate the approval for a particular course or a particular modality, please check the box below and provide a brief rationale along with the semester the inactivation becomes effective.

Inactivation <i>Of Distance Education Approval</i>	<i>Effective Semester / Year</i>
--	----------------------------------

Faculty Author *

e-signature

Department Head *

e-signature

School Dean *

e-signature

Faculty Coordinator, *

Online Learning and Educational Technology

e-signature

***By signing, you acknowledge that you understand:**

each faculty teaching this course online must be certified through the [Teach Online Seminar at LBCC](#).

If faculty have completed online teaching certification at another institution they may complete LBCC's Online Teaching Certification Waiver Form.