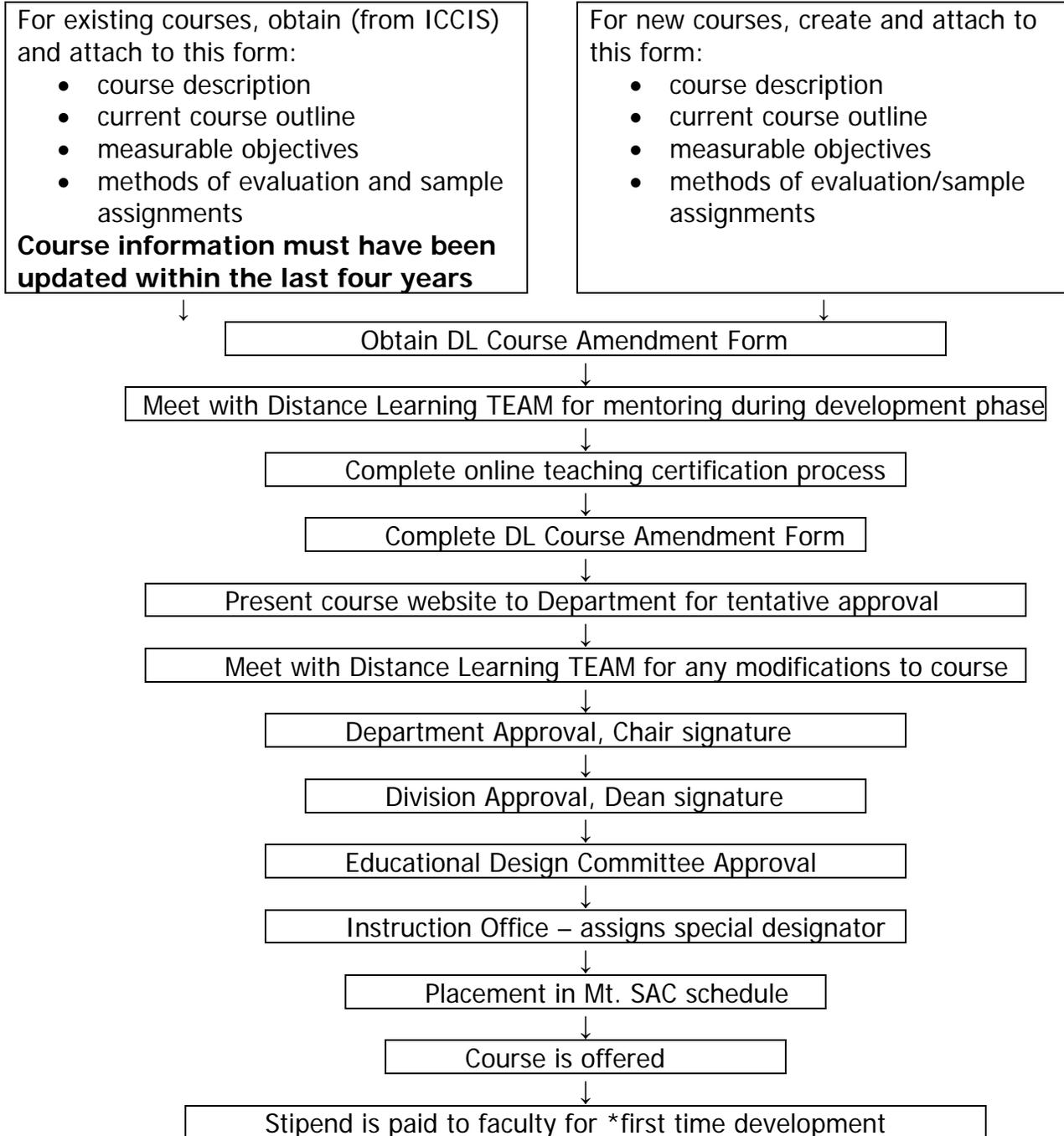


Mt. San Antonio College DISTANCE LEARNING COURSE AMENDMENT FORM (REQUIRED)

Process Flowchart

(for new DL courses or amendment of existing traditional courses)



*The first DL course that is developed by a faculty member results in a stipend being paid to the faculty member in the amount of \$1000 after the course is offered and taught by that faculty member. Subsequent course(s) and web development does not result in any further stipend. Training, workshops, and resources are available for faculty from Online Learning Support Center and Staff & Organizational Learning.

- Grading policy
- Attendance policy
- Make-up policy for missed work
- Campus policies – add/drop, academic dishonesty, repeating courses
- Departmental intervention plan for repeating of courses
- FAQs
- Student and instructor expectations
- Accommodations for disabled students
- A variety of web-based learning materials
- Discussion forum (within or out of course web site)
- Interactive and relevant links to assignments or activities
- Site map
- Course web site organized around themes or chunks of information

Course web site address: <http://elearn.mtsac.edu/pkaur/micro1b>

(If a UserID and Password are required to view your web site, please provide that information to Kerry Stern, Dean of Library and Learning Resources, x5658)

Student – Instructor Contact:

Title 5 Regulations, and the California Board of Governors for the California Community Colleges, require that course quality standards are met (same as applied to traditional courses) and that regular, effective contact between the student and instructor are included in the design of the course. Please complete the following **Supplemental Information on the Methods of Instruction** and the **Course Weekly Schedule of Activities**, being as descriptive and specific as possible.

Past Training and Certification:

Web design workshops: (Mt. SAC Other _____ software)

Course management training: (Mt. SAC Other _____ System)

Online courses: (Mt. SAC Other _____ Course)

*Date of Certification for online teaching (required): Nov. 2005

Other experience: **Also took online orientation for teaching online through blackboard at another college.**

Do you have a computer that you will use to manage this course? Yes _____ No _____

If yes, tell us about your computer: PC Mac Year 2003 Mt. SAC Yours

What additional equipment or software do you need to manage this course most effectively?

Computer Printer FAX Other _____

Software _____

Course Management and Tools:

How will your course be delivered, managed, and maintained?

- | | |
|---|--|
| <input checked="" type="checkbox"/> FrontPage Web on Mt. SAC server | <input type="checkbox"/> Web pages on another server |
| <input type="checkbox"/> WebCT | <input type="checkbox"/> Blackboard |
| <input type="checkbox"/> eCollege | <input type="checkbox"/> Other _____ |

Instructional Design:

Some questions to consider, in the design of your course:

1. How will interaction(s) with the instructor and among the students be accomplished?

Students will contact the instructor via email, phone, or face to face. Students will contact other students primarily through the internet using email and the discussion board. Instructor will also email student via personal email and list serv and also through assignment on the web.

2. What will make this interaction effective?

The students will use the internet, the web site and the text book to explore concepts and theories of economics. Students also have many links available to them on the site for interaction. This will enable the students to successfully complete assignments and increase their understanding of economics. The instructor will pose questions and the students will discuss questions on the different concepts mentioned in the course syllabus.

The instructor will respond to the student via email to an individual student or to the whole class through, "solutions" page. This will make the students know if they've mastered the concept or that where they went wrong.

There is a page of Announcements that's used for putting up weekly or bi-weekly announcements for the students.

They use the 'Time-Line' page to get access to the weekly quiz and weekly discussion and this page is also used as the major time frame with important dates such as the timings for the midterm and final examination.

They have access to their grades on the grade sheet.

3. What problems do you expect to encounter with these interactions?

There are many times, when the students do not turn in assignments and take quizzes on time and at times the quality of work is inadequate. Also in group work, some students do not follow through and some students do not like working in groups.

4. How will you enhance student learning through the use of the Internet?

Discussion forum is the one of the major source of learning for the students. Students are given the questions and the students are to respond to these questions. They will use

internet to explore questions and expand their knowledge. The students will examine specific topics and research assignments using the links provided by the instructor.

5. How will you handle assessments (exams, quizzes, etc.)?

Quizzes will be done on the course web site by accessing the quizzes using their seat number and password and the scores are sent to the instructor directly. Students will take the quizzes once. Exams will be taken in the LAC and there will be no make up exams.

6. How will you handle students who need more attention?

The instructor will email, speak to them in person, or on the phone to help alleviate their anxiety or problems they are having in the class. The instructor will refer them to disabled student services if needed. This information is also posted on the course web site.

7. How do you plan to evaluate the effectiveness of this course?

The instructor uses the evaluation survey from the chancellor's office and would review the results to improve the effectiveness of course and ways to improve student learning.

8. How do you plan to provide "alternate media" for students with disabilities?

If a student requires an accommodation because of a disability, the instructor will be willing to work with DSPS to provide the accommodations. In such case the instructor will also put alt tags on the graphs.

The instructor will encourage students to use disabled students services to take exams and help with assignments.

Mt. SAC Student Resources:

What campus resources will you or your students need for this Distance Learning course?

X SOLAR: Skills for Online Learning – Assessment of Readiness
(<http://elearn.mtsac.edu/olsc/readiness>)

X Learning Resources (Library – <http://library.mtsac.edu>)

X LTC/Learning Assistance Center (tutoring – <http://ts.mtsac.edu>)

Placement/Assessments (English, Math, Chemistry, etc.)

X DSP & S accessibility adaptation

Other _____

Future Support and Certification Needed:

What additional training or technical support will be needed to create this Distance Learning course?

none

To start the certification process for online teaching, contact the Online Learning Faculty Mentor at x6614.

Supplemental Information on the Methods of Instruction in a Distance Learning Course

Please use the table below to describe each method of instruction/learning that is to be used in this Distance Learning course. Use a unique abbreviation for each method listed, that later can be placed in the **Course Weekly Schedule of Activities** (following this table). Provide a detailed description of each method or activity, and clearly explain how a student will use this method. Also, indicate whether this activity is an active or passive learning method for the student. An example is provided. **This information will become a part of the official course information, so include all methods that may be used.**

Abbreviation	Detailed description of method/activity	Active or Passive? (A or P)
DF	Discussion Forum – Questions from the instructor will be posted in a Discussion Forum in the course web site. Students will be directed in their weekly schedule of activities in the course web site to the Discussion Forum questions, where there will be instructions for creating and posting an original message and a reply to at least one other student's original posting. Instructions will include the suggested topic(s), research and reflection required before posting the original message, expected length of message, posting deadline, amount of credit for the posting, and instructions regarding late or missed postings.	A
M	Mandatory Orientation: Student must attend a two hour orientation on campus, in a computer classroom, during which the instructor will orient the students to the class. The orientation will include the syllabus both hard copy and online, a complete tour of the website, answering of student questions, and adding of new students. The first assignment will be assigned and students must submit the assignment within the first week of the semester.	A
E	Email: Email will be used as the main source of communication between the students and the instructor and within the students. For example-Whenever a student has a question either related to the concepts or grades or anything related to the course, they email the instructor and the instructor replies them back ASAP.	A
I	Instructor Contact: Online students are welcomed and encouraged to contact the instructor at any time regarding the class. This is done through on-campus appointment or by phone. Phone number is posted on the class web site and also in the course syllabus.	A
F2F	Face-to-Face Meeting Time: This is to provide for students to meet with the instructor on an individual basis. This can be arranged with the instructor. If this course is taught in hybrid mode then face to face interaction will be during the class meetings.	A
L	Listserv: Weekly reminders and announcements are posted on the announcements page but important and urgent messages will be posted through the listserv messages.	P
R	Reading Textbook: Students will read the textbook according to the schedule contained in the syllabus and posted on the class web site. Any modifications of the reading schedule will be posted on the class web site.	P

Abbreviation	Detailed description of method/activity	Active or Passive? (A or P)
A	Assignments: 14 weekly assignments are given during the semester. Each assignment is from 1 or 1-2 chapters. The students are asked to read the material and answer one of the three questions posted on the discussion forum. They could answer more than one question but only one question is used for grading purposes. Two assignments with minimum scores are not included for the course grade.	A
Q	Quizzes: There are 14 weekly quizzes that the students will take during the semester. Two quizzes with minimum scores will not be included for the course grade.	A
X	Exams: One midterm and one final exam will be given. The time frame for these exams along with the chapters to be covered for the exams are given in the course syllabus. Details about the exams will again be posted on the announcements page close to the exam time. The exams will be multiple choice and essay type questions. The exams will be administered and proctored in the Learning Assistance Center. The exams will be picked up and graded by the instructor, and the grades will be posted on the grades page on the web site.	A

Course Weekly Schedule of Activities

Enter the information from ICCIS, the traditional method of course content delivery, and the abbreviations used from the above table on the DL course delivery in the appropriate box below. Estimate a student's time on task expected for each activity listed.

Week	Topic(s) Covered (matches ICCIS)	Traditional Course	DL Course	Estimated time on task (hrs)
1	Introduction to Economics, Production possibilities curves, Concepts of Demand and Supply	Lecture, Class orientation and expectations, in class student discussion	DF, Q, M, I, E, R	DF:1 hour Q: 1 hour M: 2 hours E: .5 hour I: .5 hour R: 3 hours
2	Elasticity	Lecture, discussion, assigned reading	DF, Q, I, E, R	DF:1 hour Q: 1 hour A: 1 hour R: 3 hours
3	Consumer Choice	Lecture, discussion, assigned reading	DF, Q, A, I, E, R	DF:1 hour Q: 1 hour A: 1 hour R: 3 hours
4	The Firm	Lecture, discussion, assigned reading	DF, Q, A, I, E, R	DF:1 hour Q: 1 hour A: 1 hour R: 3 hours
5	Production and Costs	Lecture, discussion, assigned reading	DF, Q, A, I, E, R	DF:1 hour Q: 1 hour A: 1 hour R: 3 hours
6	Perfect Competition	Lecture, discussion, assigned reading	DF, Q, A, I, E, R	DF:1 hour Q: 1 hour A: 1 hour R: 3 hours
7	The Theory of Monopoly	Lecture, discussion, assigned reading	DF, Q, A, I, E, R	DF:1 hour Q: 1 hour A: 1 hour R: 3 hours

Course Weekly Schedule of Activities

Enter the information from ICCIS, the traditional method of course content delivery, and the abbreviations used from the above table on the DL course delivery in the appropriate box below. Estimate a student's time on task expected for each activity listed.

Week	Topic(s) Covered (matches ICCIS)	Traditional Course	DL Course	Estimated time on task (hrs)
8	Monopolistic Competition and Oligopoly	Lecture, discussion, assigned reading	DF, Q, A, I, E, R	DF:1 hour Q: 1 hour A: 1 hour R: 3 hours
9	MID TERM EXAM	Exam	E, I, X, R	X: 2 hr R: 3 hours
10	Factor Markets	Lecture, discussion, assigned reading	DF, Q, A, I, E, R	DF:1 hour Q: 1 hour A: 1 hour R: 3 hours
11	Wages, and Labor Market	Lecture, discussion, assigned reading	DF, Q, A, I, E, R	DF:1 hour Q: 1 hour A: 1 hour R: 3 hours
12	Antitrust Policy and Regulation	Lecture, discussion, assigned reading	DF, Q, A, I, E, R	DF:1 hour Q: 1 hour A: 1 hour R: 3 hours
13	The Theory of Public Choice	Lecture, discussion, assigned reading	DF, Q, A, I, E, R	DF:1 hour Q: 1 hour A: 1 hour R: 3 hours
14	Externalities and Environmental Policies	Lecture, discussion, assigned reading	DF, Q, A, I, E, R	DF:1 hour Q: 1 hour A: 1 hour R: 3 hours
15	Economic Theories, Markets, and Government	Lecture, discussion, assigned reading	DF, Q, A, I, E, R	DF:1 hour Q: 1 hour A: 1 hour R: 3 hours

Course Weekly Schedule of Activities

Enter the information from ICCIS, the traditional method of course content delivery, and the abbreviations used from the above table on the DL course delivery in the appropriate box below. Estimate a student's time on task expected for each activity listed.

Week	Topic(s) Covered (matches ICCIS)	Traditional Course	DL Course	Estimated time on task (hrs)
16	Poverty and Income Distribution	Lecture, discussion, assigned reading	DF, Q, A, R	DF:1 hour Q: 1 hour A: 1 hour R: 3 hours
17	Time to Get Ready for the Final Exam		I, E, R, Review all the quizzes and assignments	DF:1 hour A: 1 hour R: 3 hours
18	FINAL EXAM		E, I, X	X: 2.5 hr

DISTANCE LEARNING COURSE AMENDMENT FORM

Verification of Process

The following steps must be signed and approved in this order.

1. Distance Learning Team (faculty from Distance Learning Committee / OLFM)

Date: _____

Signature: _____

Recommendations: _____

2. Presentation to Department

Department: Approval _____ Denial _____ Date _____

Signature(s) _____

Recommendations: _____

3. Division: Approval _____ Denial _____ Date _____

Div. Dean Signature _____

Reason for denial _____

4. Educational Design Cmte: Approval _____ Denial _____ Date _____

EDC Co-Chair Signature _____

Reason for denial _____

5. Date Received in Instruction Office: _____