

Distance Learning Committee Recommendation - Procedure for Re-evaluating DL Modification Forms

Rationale/Background

1. The Distance Learning Committee (DLC) has recommended approval of courses for Distance Learning (DL) since 2004, and courses with DL approval go through 4-year review or course modifications. There is no procedure in place that indicates when the DL Course Amendment Form should be revisited for DL content and delivery. Currently, the Educational Design Committee (EDC) informs the DLC of any DL course that is going through major modifications. The DLC is directed to request a new DL Amendment Form from the faculty submitting the curriculum. This causes some delay in getting a course through the curriculum process, if the course needs an updated DL Amendment Form.
2. The Faculty Agreement requires that courses are taught according to the DL Amendment Form. Faculty are evaluated in part to ensure that they are teaching to the current DL Amendment Form. Contractually, DL faculty are evaluated on Form H.4.c [Classroom Visitation Evaluation of Distance Learning Faculty, section C, bullet 4]. Keeping this form up-to-date is critical for an effective faculty classroom evaluation.
3. The Distance Learning program at Mt. SAC is continuing to grow, and we expect that the growth will continue, especially as the State of California is pushing for the development and implementation of more DL courses.
4. DL regulations change frequently, so faculty that are submitting a course for an updated DL review should ensure that they are up-to-date with regulations and DL delivery modes. Faculty should also ensure that the updated DL Amendment Form is in compliance with current regulations and College policies. Electronic tools and resources may need to be updated for currency and compliance.
5. Information on technology used for DL courses may need to be updated for currency and compliance; therefore, it is recommended that the terms and descriptions on the DL Amendment Form remain generic, for example, Learning Management System (LMS) instead of Moodlerooms.

Recommendation:

In light of the rationale explained above and to address the learning needs of Mt. SAC students as the first priority, the DLC recommends the following:

1. EDC will inform the DLC of any courses with current DL approval that are going through course modifications. DLC will then determine whether the changes warrant an updated DL Amendment Form. Changes that can trigger modifications include:
 - Course ID
 - Course Title
 - Catalog Description
 - Units and hours
 - Repeatability

- SAM Code Changes
 - Prerequisites, corequisites, and advisories
 - Certificate, degrees, and majors
 - General Education Requirements/GE Status
 - Articulation
 - Instructional Type
 - Top Code Changes
2. In addition, if any of the following is changing in the course, DLC will be notified by the faculty member submitting the changes to curriculum so that a new DL Amendment form can be requested
 - Topical outline
 - Methods of Delivery for the DL course, especially including anything pertaining to regular and effective contact, accessibility, and authentication.
 3. The faculty initiating the curriculum review needs to update the DL Course Amendment Form with the updated content and delivery. This form must then be:
 - a. discussed and approved at Department meeting (documented in minutes)
 - b. reviewed and approved by DLC
 - c. signed by Department Chair
 - d. signed by Division Dean
 - e. sent to EDC for review and approval.
 4. All submissions (new and modified) should be submitted on the most current DL Amendment Form