

**Subject:** An appeal to allow a thoughtful distance educator review  
**Date:** Wednesday, April 29, 2020 at 6:45:16 PM Pacific Daylight Time  
**From:** Mahon, Richard  
**To:** malvarado@cccco.edu  
**CC:** Mc Gowan, Joumana, Sampat, Michelle, Impara, Carol, Allende, Kristina, Uyeki, Chisato  
**BCC:** Martinez, Laura, Macala, Kymberly  
**Attachments:** image001.jpg, image002.png, image003.png, image004.jpg, image005.jpg

Dear Executive Vice-Chancellor Alvarado,

At Mt. SAC we are working diligently to develop a plan to be able to meet the CCCC's requirement that all courses being offered through Distance Education in summer and fall be reviewed by Dec. 2020. As you know, Mt. SAC is a very large community college. An initial calculation tells us that we have about 1,500 courses that will need to be reviewed. We also have a very large School of Continuing Education (SCE—our noncredit program, which has over 550 courses by itself). SCE was amazingly able to transfer 90% of our noncredit sections to remote temporary instruction for this spring. However, none of our noncredit classes have been offered through distance learning before, so all courses that will be offered online during summer and fall will need to be reviewed.

We have assessed the process required and the maximum number of courses that we can review while maintaining high quality is estimated to be between 80-100 per month during our primary semesters. With 1,500 courses to review, the earliest we would be able to complete the process is December 2021.

We would like to meet with you to discuss the possibility of being provided an extension of the date by which the approval process must be completed, with the provision of a well-developed plan for the review and approval process. We are hopeful that the CCCC will consider the challenges that this presents for colleges with as many courses as Mt. SAC.

We look forward to hearing back from you at your earliest convenience,

Kristina Allende, *English Faculty and Curriculum Liaison, Educational Design Committee and Curriculum and Instruction Council Co-Chair*

Meghan Chen, *Dean, Library & Learning Resources and Distance Learning Committee Co-Chair*

Carol Impara, *Nutrition Faculty and Distance Learning Committee Co-Chair*

Richard Mahon, *Vice President of Instruction*

Joumana McGowan, *Associate Vice President of Instruction, Educational Design Committee Co-Chair*

Michelle Sampat, *Associate Dean of Instructional Services, Curriculum and Instruction Council Co-Chair*

E. Chisato Uyeki, *Library Faculty and Academic Senate President*

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