

Effective Term: Fall 2019

DATE OF CURRICULUM COMMITTEE APPROVAL*: 02/19/2019

*Each proposed or existing course if delivered all or in part by distance education, shall be separately reviewed and approved by the Curriculum Committee prior to being offered. (Education Code §55378). Note: This is required if ANY Course time is replaced by distance education.

1. Need/Justification

This course satisfies specific transfer requirements. Offering this course online enables students with schedule conflicts to complete this requirement. It will increase access for non-traditional students. The nature of online instruction allows for students to work on written assignments as they are best able to in their own time.

Since English 100 is a high demand course, offering it online could increase the college's enrollment; it also serves our college's strategic goals to increase student completion of educational and career goals and optimize financial resources, facilities and technology to enhance student learning and success.

Finally, many campuses are beginning to offer this course online, so being able to do so at Golden West College could positively impact student recruitment and retainment.

2. Delivery Methods

- ☐ Direct Assessment - Competency Based Education
- ☒ Hybrid (Any combination of online and face to face)
- ☐ Live Interactive 2-way
- ☒ Online
- ☐ Telecourse
- ☐ Other

3. Instructor-Student Contact

Course content such as lectures can be delivered to students via the college's Course Management System (currently Canvas) in a written, audio, or video format. Textbook material/chapter readings and video lectures, for example, can also be archived and presented on-demand for maximum content retention.

Discussion of course content can be achieved through discussion boards, online chats and/or telephone conferencing, and e-mail. Since the course is based heavily on writing, a lot of work can be done by the student with access to a computer and internet. The increased prevalence of online educational resources also allows for easier access to instructional material and online readings that can provide solid examples for argument analysis.

Instructor feedback for writing will involve a rubric and could be written or recorded and forwarded directly to each student.

Specific types and frequencies of regular Instructor-Student communication include:

- ☐ Announcements/Bulletin Boards
Instructor may post Announcements through the course website to keep students informed of important information and events. The regularity of Announcements will be stated in the syllabus.
- ☐ Chat Rooms
Instructor may engage in synchronous interactions with students utilizing technologies such as BigBlueButton and/or CCCConfer. The type(s) and frequency(ies) of Chat Rooms will be stated in the syllabus.
- ☐ Discussion Boards
Instructor may utilize discussion boards to ensure regular effective contact between instructor and students and to facilitate interactions between students. The type(s) and frequency(ies) of Discussion Boards will be stated in the syllabus.

❑ Email Communication

Instructor will respond promptly to student e-mails, typically within 48 hours during the work week. The communication policy for this course will be stated in the syllabus. Instructor will/may utilize e-mail within the course management system to provide further information to students and to respond to student initiated questions.

❑ FAQ

Instructor may include a FAQ document/file within the course to clarify course requirements, procedures and other frequently asked questions.

❑ Resource Links

A collection of helpful and important resources should be provided for the students to help them in writing and researching their assignments.

❑ Scheduled Face-to-Face Meetings

Instructor may schedule individual tutorials with students.

❑ Telephone

The telephone can be used for communication with students. Instructor will make her/himself available for regular effective contact by telephone or by holding virtual office hours. Instructor will state in the syllabus the method and contact hours for the course.

❑ Other (explain)

Instructor may utilize additional technologies such as Turnitin to ensure adherence to the Golden West College Academic Honesty Policy. Instructor will ensure student identity authentication by on campus hours (hybrid) or technologies such as Respondus Lockdown Monitor etc. Instructor may utilize Skype, blogs or document sharing sites to facility communication and the attainment of course objectives.

4. **Accommodations for Students with Disabilities**

Will this course, as designed, accomodate students with disabilities? ☒ Yes ☐ No

The Course Management System has been designed to be compliant with requirements for access by students with disabilities. Wherever possible, instructors will ensure that course material will be presented in a manner which allows full access and participation by disabled students.

5. **Additional Resources/Technical Issues**

Are additional resources required to offer this course in a distance learning mode?

All necessary support is currently provided.

Students lacking Internet access will be able to use the computers in the library on campus to access and navigate the course.

6. **Material Fees**

Are material fees required for any non-distance learning sections of this course? ☐ Yes ☒ No

Are material fees required for any distance learning sections of this course? ☐ Yes ☒ No