

BAKERSFIELD COLLEGE
Curriculum Committee Approval Form for Distance Education

Course Number and Title _____ Department/Discipline _____

Reviewer _____

	Question in eLumen	Distance Education Criteria and Standards	Met	Not Met	Notes
	Delivery Methods	This checklist should be used for any courses listing "online", "hybrid", "iTV", "Other". <i>For Hybrid courses:</i> Percentage or Number of mandatory face-to-face meetings			
Title 5 55202	Rigor Statement	Course Quality Standards: "The same standards of course quality shall be applied to distance education as are applied to traditional classroom courses, in regard to the course quality judgments made pursuant to the requirements of Section 55002 of this Part, and in regard to any local course quality determination or review process."			
		If the face to face course has a labs, field trip, site visits, explain how these components will be performed? How will the lab component differ from a homework assignment?			
Title 5 55204 & OEI Course Design Standards	Effective Student-Instructor Contact	Instructor Contact: "All approved courses offered as distance education shall include regular effective contact between instructor and students, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, correspondence, voice mail, e-mail, or other activities."			
		States effective instructor/student contact for this course and methodology;			
		States effective student/student contact for this course and methodology;			
		States effective student/content contact for this course and methodology.			
	Software and Equipment	Does the offering of this course through distance education require any special equipment and materials beyond a basic computer and web browser? How will you meet these needs?			
Section 508	Accessibility	Federal and state regulations require that all online course materials must be made available in accessible electronic format.			
	Classize	Will the recommended class size maximums and minimums differ for this class if taught at a distance? If so, how and why?			

KCCD Distance Education Policy:

<https://committees.kccd.edu/sites/committees.kccd.edu/files/BP-AP%204105%20Distance%20Ed.pdf>

*For online course development assistance, contact the Instructional Design Specialist, Matt Jones located in the Library in room L129, by phone at (661) 395-4332, or by email at matt.jones@bakersfieldcollege.edu.

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Last Updated: 9/20/2018