

Chabot College

Distance Education Course Proposal Form

2007-2008

Course Title & Number:

Faculty Name:

Course Delivery Method:

Online (all instruction is online; campus orientations/assessments may be included)

Hybrid online (instruction occurs both online and on campus)

Telecourse

Other (please describe)

First Semester To Be Offered:

1. Need/Justification

- What is the intent in offering the course by distance education? What student needs will this offering meet? Are there learning opportunities made possible in a distance education course that might not be available in a traditional course?

2. Course Content Delivery

- Describe the distance education modalities used to deliver the course content and provide an approximate schedule of the time allocated to each modality. What percentage of the course will be on-campus, if any? What percentage of the course will consist of online lecture, video, email, web, CD-ROM, etc.?
- Note that the total number of contact hours should approximate the equivalent number of hours required in an on-campus setting. Account for those hours in your proposal.

3. Nature and Frequency of Instructor-Student Interactions

- Provide examples of course components taught using distance education technology. This will include either or both synchronous—online at the same time and asynchronous—online at different times.
- Describe the number and frequency of interaction for students making satisfactory progress and for intervention when students are at-risk of dropping or failing due to poor performance or participation.
- For each type of interaction listed above, describe why you believe it will be effective for this particular curriculum and delivery model.
- Describe how the interactions will facilitate student learning and how students will benefit from the DE modalities selected.

4. Nature and Frequency of Student-Student Interactions

- Describe opportunities in your course for student to student interaction. This may include discussions, group projects, peer review of assignments, and other approaches.

5. Assignments & Methods of Evaluation

- List the criteria that will be used to substantiate student learning, and describe the methods of evaluating student progress.
- Describe planned interactions and evaluations to ensure participation and verification of student learning that permit timely instructor intervention.

6. Technology

- Describe any special software or multimedia tools you plan to utilize in your course (PowerPoint, Articulate, Camtasia, Flash, pod casts or other audio, etc.). This is helpful to determine technology support needs.

7. Accommodations for Students with Disabilities

- Describe how you will accommodate students with disabilities. For a telecourse, is the video close-captioned? If you plan to use any multimedia (video, podcasts, specialized software), is that accessible to your students in terms of both software availability at home and on campus and accessible for students with disabilities?

8. Input from Colleagues and Administrators

As you develop your proposal and build your course, please consult with your colleagues and do some background research, including the following:

Meet with Instructional Designer for initial consultation *and* Blackboard training.

Date(s) completed:

Review of similar courses elsewhere. Are similar courses offered at other colleges?

If so, note the college(s).

Meet with your Division Dean and subdivision colleagues to secure preliminary support for offering this course via Distance Education. Date completed:

Consult with other faculty experienced in DE. With whom did you consult?

_____. Date completed:

Review your completed plan with your subdivision colleagues. Attach a separate page listing attendees, meeting date, and a summary of the recommendations or reservations of your division/subdivision.

8. Submit your proposal (electronic version via email and hard copy via campus mail to the chair of the DE Committee)

Faculty signature: _____ Date: _____

Division Dean signature: _____ Date: _____