# IVC Curriculum DE Proposal Form– Curricunet Changes –

# Proposed Draft Version: 12-­01-­14 – DETF, Academic Senate, APTC Approved

This form should be updated whenever the course COR is updated or sooner, if other changes occur. A possible presentation of the proposal in Curricunet is as a new menu item in a CORs checklist. Please complete this form for a course; do not make it instructor-­‐specific.

 For all *drop-down lists*, select the **one** **best option** for your course

For all *check boxes*, select **any combination of options that may apply** for your course

X

 Press the <Tab> key to move forward from field to field; press <Shift> + <Tab> to move back

1. **Rationale**: What is the intent of offering the course by distance education mode? Discuss how offering this course in a DE mode benefits students or meets student needs.

***Example:*** *This course is designed for students who may not otherwise be able to attend a traditional college course, or those who simply want to take advantage of the convenience and flexibility of online/hybrid courses.*

1. **Mode of Delivery**: check one of the following modes for lecture/lab. Once approved, this course may be taught online/hybrid up to the maximum percentage checked below. If you wish for this course to be taught more than the maximum percentage checked below, you need to submit a new DE Curriculum Proposal form. Note: the approximate percentage is the amount of contact hours (not unit value).

# A. Lecture:

# B: Lab:

# Regular Effective Contact for Online Education Courses: Please complete this form for a course; do not make it instructor-­‐specific.

Check examples of the types of interaction for: instructor to student, student to student, and student to content

# Methods of Instruction:

**Instructor-­student interactive contact email distribution:**

IVC Email/Blackboard or other LMS Email

Other Email (e.g., Gmail)

Describe other email (max. 1000 characters) - required if above “Other Email” box is checked:

# Email descriptions that demonstrate instructor-­student interaction:

Instructor‐student questions/comments/problem-solving

Regular to-do lists, reminders, assignment descriptions

Other Emails

Describe others (max. 1000 characters) - required if above “Other Emails” box is checked:

# Email Frequency:

# Announcement Distribution:

# Announcements: Blackboard or other LMS

# Announcements: Website (i.e., publisher website, faculty website)

# Announcements: Other

# Describe other (max. 1000 characters) - required if above “Announcements: Other” is checked:

# 

# Announcement Frequency:

# Assessment Types:

# Exams:

# Exams using Blackboard or other LMS

# Exams using websites (i.e., publisher websites)

# Exams: face-to-face on campus or at proctored locations

# Exams via email

# Exams: Other

# Describe other (max. 1000 characters) - optional if above “Exams: Other” is checked:

# 

# Exam Frequency:

# Quizzes/Surveys:

Quizzes/Surveys using Blackboard or other LMS

Quizzes/Surveys using websites (i.e. publisher websites, Survey Monkey)

Quizzes/Surveys: face-to-face on campus or at proctored locations

Quizzes/Surveys via email

Quizzes/Surveys: none

Quizzes/Surveys: Other

Describe other (max. 1000 characters) - optional if above “Quizzes/Surveys: Other” is checked:

# 

# Quizes/Surveys Frequency:

# Projects:

# Projects submitted using Blackboard or other LMS

# Projects submitted using websites (e.g., publisher websites)

# Projects: face-to-face on campus

# Projects submitted via email

# Projects: None

# Projects Other

# Describe other (max. 1000 characters) - optional if above “Projects: Other” is checked:

# 

# Project Frequency:

# Online Discussions:

# Online discussions using Blackboard or other LMS tools

# Online discussions using websites (e.g., publisher websites)

# Online discussions using email

# Online discussions: None

# Online discussions: other

# Describe other (max. 1000 characters) - optional if above “Online discussions: other” is checked:

# 

# Online Discussion Frequency:

# Videos/Podcasts:

# Videos/Podcasts links posted Blackboard or other LMS

# Videos/Podcasts links posted on websites (e.g., publisher websites)

# Videos/Podcasts links sent via email

# Videos/Podcasts: none

# Videos/Podcasts: other

# Describe other (max. 1000 characters) - optional if above “Videos/Podcasts: other” is checked:

# 

# Video/Podcast Frequency:

# Orientations:

# Orientations using Blackboard or other LMS

# Orientations using websites (e.g., faculty websites)

# Orientations: face-to-face on campus

# Orientations via email

# Orientations: other

# Describe other (max. 1000 characters) - optional if above “Orientations: other” is checked:

# 

# FAQs:

FAQs posted on Blackboard or other LMS

FAQs posted on websites (i.e. publisher websites)

FAQs sent via email

FAQs: None

FAQs: other

Describe other (max. 1000 characters) - optional if above “FAQs: other” is checked:

**Other:**

What other types of instructor-­‐student interactions will occur?

Describe (max. 1000 characters) - required if above box is checked.

How will tools be used?

Describe (max. 1000 characters) - required if above box is checked.

Other Frequency:

**B:** **Methods of Instruction: Student–Student Interactive Contact** - Please complete this form for a course; do not make it instructor-­‐ specific.

Online Discussions

Email

Wikis

Virtual Chat (i.e. Blackboard Collaborate, Google Talk, CCC Confer)

Other

# Describe other (max. 1000 characters) - required if above “other” box is checked:

# 

# C: Interaction: Student to Content:

Please complete this form for a course; do not make it instructor-­‐ specific.

# Content: Lectures/handouts/PowerPoints which coincide with the lecture topics in the COR (Course Outline of Record).

Content on Blackboard or other LMS

Content on websites (i.e. publisher websites)

Content links via email

Content: other

# Describe other (max. 1000 characters) - optional if above “other” box is checked:

# 

# Content Frequency:

# Individual Student Assignments: Chapter review/worksheets/ reflections/ essays which coincide with the assignments in the COR (Course Outline of Record).

Individual Student Assignments on Blackboard or other LMS

Individual Student Assignments on websites (i.e. publisher websites)

Individual Student Assignments links via email

Individual Student Assignments: none

Individual Student Assignments: other

# Describe other (max. 1000 characters) - required if above “other” box is checked:

# 

# Individual Student Assignment Frequency:

# Group/Team Student Assignments: Peer assignments/projects/ journals/wikis which coincide with the assignments in the COR (Course Outline of Record).

Group/Team Student Assignments on Blackboard or other LMS

Group/Team Student Assignments on websites (i.e. publisher websites)

Group/Team Student Assignments via email

Group/Team Student Assignments: none

Group/Team Student Assignments: other

# Describe other (max. 1000 characters) - required if above “Group/Team Student Assignments: other” box is checked:

# 

# Group/Team Student Assignments Frequency:

# Other: What types of student to content interactions will occur?

# Describe other (max. 1000 characters) - required if above “Other” box is checked:

# 

# How will the tools be used?

# Describe - required if above box is checked:

# 

# Other Frequency:

# Instructional Materials and Resources - Please complete this form for a course; do not make it instructor-­‐specific.

* 1. Faculty Resources: Identify the instructional materials and resources needed to teach this course in a DE/hybrid mode:

Blackboard or Canvas Learning Management System

Other Learning Management System

Name the other Learning Management System. Please justify the reasons that this LMS is required for this DE/hybrid course. (required if above box, “ Other Learning Management System” is checked.)

Hardware (for example: video camera/microphone):

Software applications/programs (other than an internet browser and Microsoft Office Pro)

List any other software applications/programs required for this DE/hybrid course.

Other - List and describe the how these resources are required for this DE/hybrid course.

* 1. Student Resources: Identify the student materials and resources needed to successfully complete this class in a DE/hybrid mode:

Hardware (for example: video camera/microphone):

Software applications/programs (other than an internet browser and Microsoft Office Pro)

List any other software applications/programs required for this DE/hybrid course.

Other - List and describe the how these resources are required for this DE/hybrid course.

# Learning Objectives - Please complete this form for a course; do not make it instructor-­‐specific.

Describe how students will achieve Learning Objectives for this course as described in the official COR (Course Outline of Record). For each learning objective, describe a sample assignment used in the online/hybrid modality; for each sample assignment, describe the method of evaluation.

| # | Learning Objective | Assignment: **:** Provide an example of an assignment or activity for learning objective | Method of Evaluation: : Provide an example of how the assignment or activity will be accessed for the learning objective |
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# Accessibility - Please complete this form for a course; do not make it instructor-­‐specific.

Describe how the design of the distance education course will ensure access for students with disabilities as required by the *American with Disabilities Act of 1990* and the *1998 Amendment to the Workforce Rehabilitation Act (Section 508).* For required course assignments, check all that will be utilized and describe how universal design components will be applied.

Word processing documents designed for accessibility

PDF documents designed for accessibility

Images – use of “Alternate Text” for accessibility

PowerPoint documents designed for accessibility

Instructor videos – Closed‐Captioned provided for accessibility

External links to videos (may not need Closed-­‐Captioning or transcript)

External links designed for accessibility

Field trips

Other: Alternate field trip accommodations for students with verified disabilities (for example: virtual field trips).

# Describe alternate field trip accommodations - required if above box “Other” box is checked:

# 

Other – Describe how this is designed for accessibility:

# Student Support Services & Resources - Please complete this form for a course; do not make it instructor-­‐specific.

Check the resources/services below that are required for students to successfully participate in the course:

Information Technology Services

College help desk/technical support

Computer labs

Learning Management System

Student Services/Student Success Center

Bookstore

Tutoring

Proctoring

Library

Online library resources

Library facilities

Library orientation

Scanner/copy machine

Computer labs

DSPS and Section 508 Compliance (Assistive Technology)