

INFORMATION ON SCHEDULING and HYBRID COURSES

Distance Education Guidelines, Chancellor's Office, CCC, referencing Title 5 and Related Guidelines, August 15, 2008.

Page 7, Guideline for Section 55206: This section has been revised to clarify that separate approval of a DE course is required if any portion of the instruction in a course or course section is designed to be regularly provided through distance education in lieu of face-to-face interaction. While only those courses that are 51% or more DE are reported as DE, the language here is intended to clarify that those courses that are less than 51% DE, but are designed to include a certain number of contact hours offered through DE, still must undergo a separate approval process. ... There must be documentation of 'regular effective contact' as described in section 55204 consistent with local policy. For this reason, a course with any portion of a course section provided through DE in lieu of face-to-face instruction should be separately reviewed.

Based on the information above and several conversations clarifying the interpretation of these guidelines, for those instructors who wish to teach "hybrid" courses, the following options are available to instructors for the FALL 2009 Quarter.

1. Teach a course as a **hybrid** and ensure the following:
 - a. The online component is less than 51% as part of the course design
 - b. The online component is conducted as a "virtual meeting" with a *footnote** in the published class schedule designating when the class meets online.
 - **Note: The meeting *time* (hours) for the online component will be the same as the hour(s) scheduled face-to-face instructional time.**
 - ***To input footnotes, please see your division scheduler. Final DUE DATE for input of footnotes into the published fall class schedule is May 29, 2009.**
 - c. A **Distance Education Addendum** is completed and approved by Curriculum Committee at least one quarter prior to the course being taught. **For courses being taught in FALL 2009, the DUE DATE for submission of the Addendum is: June 3rd, 2009.**

OR

2. Teach a course as full Distance Education course and ensure the following:
 - a. The instructional component must include DE instruction of 51% or more.
 - b. Any face-to-face instructional component must be included in a *footnote** in the published class schedule.
 - ***To input footnotes, please see your division scheduler. Final DUE DATE for input of footnotes into the published fall class schedule is May 29, 2009.**
 - c. A **Distance Education Addendum** is completed and approved by Curriculum Committee at least one quarter prior to the course being taught. **For courses being taught in FALL 2009, the DUE DATE for submission of the Addendum is: June 3rd, 2009.**

OR

3. Teach the course as face-to-face completely with all instructional hours scheduled and published in the class schedule.

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