APPLICATION TO TEACH ONLINE COURSE

Title 5, Section 55378 requires that each proposed or existing course, if delivered by distance education, shall be separately reviewed and approved according to a District’s certified course approval process. The distance education course should be reviewed through the six-year cyclical review process of Program Review pursuant to Title 5, Section 55201.

Approval Process

- Courses are initiated by and approved at college level by faculty in the discipline and/or department/division/cluster.

- An “Application to Teach Online” is completed by faculty and submitted to the College Curriculum Committee.

- College Curriculum Committee reviews each proposed course offered through distance education, and forwards the application to the Distance Education (DE) Committee.

- The DE Committee evaluates the proposed course offered through distance education for training of instructor, content and rigor of course shell and other appropriate criteria established by the DE Committee, and forwards its recommendation for approval to the Curriculum Committee.

- The Curriculum Committee reviews the DE Committee recommendations and reaches a final decision on the approval of the proposed course offered through distance education.

Application

Subject Title  Library Science  Course Title  Library Research Methods  Course No 101

Effective Semester:  Fall 2009

Approval Date for Course Outline of Record (PNCR)  April 2007

The Curriculum Committee requires that all courses offered through distance education be updated every five years.

Statement of Purpose:
Briefly describe the rationale for offering this course through distance education, and how it supports student success and the mission of the college.

LS-101 Library Research Skills provides on-campus students and online students an opportunity to attain and improve information competency skills that are essential to student success and life long learning. Online LS101 courses have higher enrollment in the District that do the face-to-face courses.

Karen Knotts  9/15/08  Date
Instructor

Sandy Thomsen  9/15/08  Date
Department Chairperson

Revised 10/07