

Distance Education Course Approval Process
Ohlone College Curriculum Committee
Distance Education Committee
2011

Separate Distance Education Committee approval is required for courses being offered either fully online or as hybrids (where part of in-person scheduled class time is replaced by an online format).

Steps in the process:

1. Get approval from Division Dean to offer the class online or as a hybrid.
2. Fill out the two Distance Ed approval forms in CurricUNET and launch the course in CurricUNET. (Additional revisions may also be needed on the Course Outline of Record in CurricUNET.) **See separate CurricUNET guidelines for completing the DE forms and launching the course in CurricUNET.
3. Get DE Committee approval. The course will run through the various steps in the approvals process in CurricUNET, which will lead to the course being put on a Distance Ed meeting agenda. The DE chair will contact the faculty member if further clarification is needed on the DE forms or in the Course Outline. Once the course is ready, the committee will review the DE forms and the Course Outline in CurricUNET and will vote to approve the course.
4. Complete final revisions. The course will then move on to the next stage in the approvals process (either final approval or additional review/screening by the Curriculum Committee—the faculty member will be contacted if additional revisions are required).
5. Get final approval from Curriculum Committee. After completing all necessary revisions, the course will move to the final stage in the approvals process: approval by the Curriculum Committee at a Curriculum Committee voting/issues meeting. The faculty member will be informed of the status of the course in the approvals process and of the outcome of the voting meeting.
6. Contact Division Dean to create online or hybrid sections of the course in Web Advisor and the printed Class Schedule, once the course has been fully approved for DE.

Training

Ohlone's DE policy requires that faculty members who will be teaching online or hybrid courses receive adequate training in teaching in an online format. The Division Dean, working in conjunction with the Distance Ed Dean, will determine minimum qualifications for faculty and will recommend additional training, as deemed necessary. The Online Education office will offer workshops and one-on-one training sessions on a regular basis throughout the year. Additional off-site training may be recommended.