

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

CurricUNET guidelines for courses seeking Distance Education approval, including courses that are to be offered as either fully online or hybrid classes, or courses that are converting their TBA lab hours to a hybrid/online format:

<p>Go to the CurricUNET home page, and enter your username and password. www.curricunet.com/ohlone</p>	<p>Contact Heidi Barkow at the Curriculum Office if you need help with your username and password: (510) 659-7381</p>
<p>Make a copy of your course.</p>	<ul style="list-style-type: none"> - Go into Build/Courses; then click on Modify Active Course. Select your department. Hit OK. - Find the course; click on the double-piece-of-paper icon to make a copy. - On the Copy Course page, Select “<u>Additional Approval</u>” for Proposal Type. (<i>**However, if you are going through 6-year Course Review or are making revisions to other areas of the Course Outline, you should select “<u>Course Revision Major</u>.”</i>) - *Then select “Distance Learning” in the Additional Approvals area. - Hit OK. You have now created a copy of the course which you can revise and send through the approvals process.
<p>Fill out the two Distance Ed. Additional Approval forms in CurricUNET.</p>	<ul style="list-style-type: none"> - From the Course Checklist on the Main Course Page, go into the Cover area. Select “<u>Distance Learning</u>” for Additional Approvals. - Complete the rest of the page. Be sure to say “DE approval” in the Course Justification area. (Also say “6-year review” if you are going through a Major Revision for 6-year Course Review.) Hit Save and then Finish. - You should now see two DE forms in the Course Checklist: Distance Ed and Contact Types. - Go into the first DE form (Distance Ed), and select either fully online or hybrid. - <i>**If course is to be a hybrid, briefly describe the online portion of the class in the box marked “Other Methods.”</i> - <i>**If converting TBA lab hours to hybrid, make sure to say “Converting TBA lab hours to hybrid” in this area.</i> - In the Frequency of Instructor-Student Contact box in

	<p>the Effective Contact section, briefly describe in detail how you plan to communicate regularly with students in the online portion of the class (i.e. via discussion board, or via assignment comments). Describe typical discussion board posts and/or assignments, and indicate how often the instructor will be responding to student posts or assignments.</p> <ul style="list-style-type: none"> - In the Frequency of Student-Student Contact box, briefly describe how students will be communicating with each other in the class, and how often. - In the Instructor Training box, briefly describe your experience in teaching online and list whatever training you have had. - In the Integrity of Student Work box, briefly describe how you will be checking or working to prevent student plagiarism or cheating in the online portion of the class. - Read the Accessibility and Effective Contact Policy documents, and check off the boxes indicating that you have read them. - Hit Save; then hit Finish to complete the page. - On the second DE form (Contact Types) select the various methods of instructor-student contact from the drop-down menu, and indicate in the box the percentage of the course for which each method will be used. If “other” is selected, briefly list or describe additional methods to be used (i.e. “Assignment comments”). Hit Save and Finish.
<p>Fill out all areas of the Course Checklist.</p>	<ul style="list-style-type: none"> **Make sure to include Lab content/assignments in the Content area if there is lab for this course. (Can either list this all the way along in the outline, or in a separate list after the lecture content). **Make sure to include Lab activities/assignments in the Assignments section (including Discussion board posts). **Make sure to include Lab activities/assignments in the Methods of Evaluation section. - Hit Save and Finish to complete each area of the Course Checklist. - To view the Course Outline as a Word Document, hit the WR icon on the left-hand side of the screen.

	(See the handout “ Creating or Revising a Course in CurricUNET ” on the Curriculum Committee website for additional guidelines for each specific area of the Course Checklist.)
Launch the course (2-step process).	<p>Step #1 – Green Audit Button</p> <ul style="list-style-type: none"> - Once all the areas are completed in the Course Checklist (and all boxes on the list are checked off), you will see a green “Audit” button on the left side of your screen. This is the launch button. - To launch your course, hit the green “Audit” button on the left side of your screen. - Hit the Pre-launch button. - Ignore the Pre-launch comments boxes and hit Save. - End of Step One. <p>Step #2 – Track My Approvals</p> <ul style="list-style-type: none"> - Go into Track My Approvals. - Select Originator for the Role (that’s you—you are “originating” a course); hit Next. - Click the Action button by your course. - In the Comments box, enter either “DE approval,” or “Converting TBA lab to hybrid,” (or any other relevant comments about the changes you are making or the reason for revising the course, i.e. “6-year review”—but keep this fairly brief). - Select Originate Proposal for Action type; hit Save. - End of Step Two. <p>(**Both steps are REQUIRED to complete the launch.)</p>
Enter revisions if required.	If you are asked to enter any revisions, go into Track My Proposals (or Track All Proposals) , hit Check Status next to the course, go into the Pencil Icon at the top of the page, and enter edits into the appropriate areas of the Course Checklist. Make sure to hit Save and Finish to save your edits.
Attend a course screening meeting if required, and enter any additional required revisions.	You will be contacted by either the DE chair or the Curriculum chair if any additional edits are required or if you will need to attend a Curriculum Course Screening meeting as part of the Major Revision process.
Contact Division Dean to create online or hybrid sections, once course has been approved by the DE and Curriculum committees.	Once the course has gone through all stages in the approvals process and has been approved by both the DE committee and the Curriculum Committee, the faculty member can work with their Division Dean to create online or hybrid sections of their course in Web Advisor and the printed Class Schedule.