Distance Learning Course Approval

(This is a template for informational purposes only. **DO NOT FILL THIS FORM OUT.** Instead contact one of the the KCCDL Co-Chairs and a form will be shared with you specifically created for the course for which you are seeking approval.)

### Steps

1. Requestor obtains Division Chair approval to develop proposed Distance Learning (DL) course.
2. Requestor provides Distance Learning Committee (DLC) with course syllabus and completes this Distance Learning Approval Form (DLAF) which is shared with DLC members.
3. DLC reviews DLAF and Syllabus for alignment with accreditation standards and communicates/meets with instructor as needed.
4. Once approved by DLC the course and semester/date of approval will be added to the DL Approved Courses document and the Secretary of the Curriculum Committee (Arnette Lee) will be notified.

### Notes

- To teach a DL course the DL course instructor must be certified by the Instructional Technologist (Ed Coll). Upon certification the certified instructor’s name is added to the **DL Certified Instructors** document by the Instructional Technologist, and the Secretary of the Curriculum Committee (Arnette Lee) is notified by Instructional Technologist of instructor certification.
- Contact a DLC Co-Chair for specific details on items number 2 and 3 above.
  - Ed Coll edcoll@hawaii.edu
    Ph: 245-8215
  - Kurt Rutter krutter@hawaii.edu
    Ph: 245-8335
- Approved DL courses are reviewed every five years for re-approval by the DL Committee. To prepare for this review consider how you annually evaluate the effectiveness of your distance learning course. Possible suggestions: include student learning outcome assessments, student evaluations, peer evaluations, etc.
- Certified DL instructors are reviewed for re-certification every five years by the Instructional Technologist. Both the DL Certified Instructors and DL Approved Courses document are public information.
- **index of helpful DL resources**

### DISTANCE LEARNING COURSE APPROVAL FORM

**INSTRUCTIONS:** Fill out the following form and answer all questions. This is a collaborative document allowing DLC members to be notified, see, review, ask questions, and make suggestions to the requestor. The
requestor may respond to comments and edit answers to questions as needed. DLC members may also request a F2F meeting with requestor.

Course Alpha and Number:
Course Title:
Date of request:
Name of requestor:
Name of Division Chair that approved this DL course proposal:

1. Is this a new course?
2. Has the instructor teaching this course been certified to teach DL by the Instructional Technologist?
3. If this is not a new course are the SLOs for this class identical to the SLOs for the face-to-face (F2F) section? Identical SLO’s are a prerequisite to KCCDL recommendation for approval of DL sections of existing courses.
4. Does the DL assessment of SLOs differ from the F2F assessment and if so how?
5. What modes of distance delivery will you use for this course? Explain how the distance learning delivery mode is appropriate for your course content.
6. Will the mode of delivery impact assessment of the SLOs? (For example an SLO dealing with oral presentation.) Please describe the impact.
7. What kind of training and support is available for students who work with the technology required in your course?
8. What kind of library and tutoring support is available for the distance learning students?
9. How will your students access services such as Financial Aid, technical support, proctoring, advising, etc.?
10. How will you comply with the Americans with Disabilities Act (ADA)?
11. As the instructor, how will students contact you for questions, clarification, consultation, etc. and what is your projected response time for answering student inquiries?

STOP HERE

To be filled out only by DLC Co-Chair upon DLC approval of Course

Name of KCCDL Co-Chair:
Date of approval by KCCDL: