

BAKERSFIELD COLLEGE
Curriculum Committee Approval Form for Distance Education

Course Number and Title _____ Department/Discipline _____

Reviewer _____

	Question in eLumen	Distance Education Criteria and Standards	Met	Not Met	Notes
	Delivery Methods	This checklist should be used for any courses listing "online", "hybrid", "iTV", "Other".			
Title 5 55202	Rigor Statement	Course Quality Standards: "The same standards of course quality shall be applied to distance education as are applied to traditional classroom courses, in regard to the course quality judgments made pursuant to the requirements of Section 55002 of this Part, and in regard to any local course quality determination or review process." If they are not the same as those noted in the COR on the Methods of Evaluation and out-of-class assignments pages, indicate what the differences are and why they are being used?			
		(check COR for fieldtrips, labs, observations, site visits, etc) If the face to face course has a labs, field trip, site visits, explain how these components will be performed? How will the lab component differ from a homework assignment?			
Title 5 55204 & OEI Course Design Standards	Effective Student-Instructor Contact	Instructor Contact: "All approved courses offered as distance education shall include regular effective contact between instructor and students, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, correspondence, voice mail, e-mail, or other activities."			
		States effective instructor/student contact for this course and methodology;			
		States effective student/student contact for this course and methodology;			
		States effective student/content contact for this course and methodology.			
	Software and Equipment	What additional software or hardware, beyond a basic computer and web browser, is required for this course purely because of its delivery mode? How is technical support to be provided?			
Section 508	Accessibility	Federal and state regulations require that all online course materials must be made available in accessible electronic format. Describe how the course will be compliant with Section 508 of the Rehabilitation Act. Example: "Instructor will ensure the course is 508 compliant using the Course Management System and other tools as needed. Instructor will ensure textbook and any other course materials are 508 compliant."			
Title 5 55208	Class Size	Good practice is that section size should be no greater in distance ed modes than in regular face-to-face versions of the course. Will the recommended section size differ from on-ground sections? If so, explain why.			

KCCD Distance Education Policy: <https://committees.kccd.edu/sites/committees.kccd.edu/files/BP-AP%204105%20Distance%20Ed.pdf>

*For online course development assistance, contact the Instructional Design Specialist, Matt Jones located in the Library in room L129, by phone at (661) 395-4332, or by email at matt.jones@bakersonfieldcollege.edu.