

# Adding Distance Education

1

Click "Distance Education"

Library		<input type="checkbox"/> A1 - Oral Communication
Text, Reading, and Materials		<input type="checkbox"/> A2 - Written Communication
Requisites & Advisories	0/1	<input type="checkbox"/> A3 - Critical Thinking
Cuesta General Education		<input type="checkbox"/> B1 - Physical Science
Transfer General Education		<input type="checkbox"/> B2 - Life Science
Distance Education		<input type="checkbox"/> B3 - Laboratory Activity
Correspondence Education		<input type="checkbox"/> B4 - Mathematics/Quantitative Reasoning
Materials Fee		<input type="checkbox"/> C1 - Arts (Arts, Cinema, Dance, Music, Theater)
Attached Files		<input type="checkbox"/> C2 - Humanities (Literature, Philosophy, Language)
Codes/Dates		<input type="checkbox"/> D - Social Science
ASSIST		<input type="checkbox"/> E - Lifelong Learning and Self-Development
		<input type="checkbox"/> F - Ethnic Studies

**IGETC**

<input type="checkbox"/> 1A - English Composition
<input type="checkbox"/> 1B - Critical Thinking - English Composition

## 2 Check the box(es) that apply for the appropriate definition for this course.

Methods of Evaluation	
Course Cap	
Library	
Text, Reading, and Materials	
Requisites & Advisories	0/1
Cuesta General Education	
Transfer General Education	
Distance Education	
Correspondence Education	
Materials Fee	

DE modality

30

DE modality override

Rationale DE Course Offering Address specific access issues, and the impact (if applicable), room scheduling, student need, access, and success.

### Distance Education Course Definition

Check the box(es) that apply for the appropriate definition for this course.

☐ Fully Online (OL): 100% of instructional hours is provided through online sessions, though proctored exams may be required. If the course requires use a mutually agreed upon non-SLOCCCD site.

☐ Hybrid (HY): A combination of face-to-face and distance education course provided through distance education. [5 CCR 55210]

☐ Blended (BL): A combination of face-to-face and distance education through distance education.

☐ Fully Online with Mutual Agreement (FOMA)

Please review the Accessibility component of Best Practices for Distance Education provides recommendations regarding faculty standards for pedagogical practices.

## 3 Accessibility. Click "Use Suggested Language" or create own response

Text, Reading, and Materials	
Requisites & Advisories	0/1
Cuesta General Education	
Transfer General Education	
Distance Education	
Correspondence Education	
Materials Fee	
Attached Files	
Codes/Dates	
ASSIST	

Accessibility

Both the Faculty designing or revising a DE course and the District have an obligation to provide accommodation for students with disabilities-- i.e. closed or open captioning, layout, which is accessible to "industry standard" assistive computer technology (504/ADA/505/508/509/510/511/512/513/514/515/516/517/518/519/520/521/522/523/524/525/526/527/528/529/530/531/532/533/534/535/536/537/538/539/540/541/542/543/544/545/546/547/548/549/550/551/552/553/554/555/556/557/558/559/560/561/562/563/564/565/566/567/568/569/570/571/572/573/574/575/576/577/578/579/580/581/582/583/584/585/586/587/588/589/590/591/592/593/594/595/596/597/598/599/600/601/602/603/604/605/606/607/608/609/610/611/612/613/614/615/616/617/618/619/620/621/622/623/624/625/626/627/628/629/630/631/632/633/634/635/636/637/638/639/640/641/642/643/644/645/646/647/648/649/650/651/652/653/654/655/656/657/658/659/660/661/662/663/664/665/666/667/668/669/670/671/672/673/674/675/676/677/678/679/680/681/682/683/684/685/686/687/688/689/690/691/692/693/694/695/696/697/698/699/700/701/702/703/704/705/706/707/708/709/710/711/712/713/714/715/716/717/718/719/720/721/722/723/724/725/726/727/728/729/730/731/732/733/734/735/736/737/738/739/740/741/742/743/744/745/746/747/748/749/750/751/752/753/754/755/756/757/758/759/760/761/762/763/764/765/766/767/768/769/770/771/772/773/774/775/776/777/778/779/780/781/782/783/784/785/786/787/788/789/790/791/792/793/794/795/796/797/798/799/800/801/802/803/804/805/806/807/808/809/810/811/812/813/814/815/816/817/818/819/820/821/822/823/824/825/826/827/828/829/830/831/832/833/834/835/836/837/838/839/840/841/842/843/844/845/846/847/848/849/850/851/852/853/854/855/856/857/858/859/860/861/862/863/864/865/866/867/868/869/870/871/872/873/874/875/876/877/878/879/880/881/882/883/884/885/886/887/888/889/890/891/892/893/894/895/896/897/898/899/900/901/902/903/904/905/906/907/908/909/910/911/912/913/914/915/916/917/918/919/920/921/922/923/924/925/926/927/928/929/930/931/932/933/934/935/936/937/938/939/940/941/942/943/944/945/946/947/948/949/950/951/952/953/954/955/956/957/958/959/960/961/962/963/964/965/966/967/968/969/970/971/972/973/974/975/976/977/978/979/980/981/982/983/984/985/986/987/988/989/990/991/992/993/994/995/996/997/998/999/1000/1001/1002/1003/1004/1005/1006/1007/1008/1009/1010/1011/1012/1013/1014/1015/1016/1017/1018/1019/1020/1021/1022/1023/1024/1025/1026/1027/1028/1029/1030/1031/1032/1033/1034/1035/1036/1037/1038/1039/1040/1041/1042/1043/1044/1045/1046/1047/1048/1049/1050/1051/1052/1053/1054/1055/1056/1057/1058/1059/1060/1061/1062/1063/1064/1065/1066/1067/1068/1069/1070/1071/1072/1073/1074/1075/1076/1077/1078/1079/1080/1081/1082/1083/1084/1085/1086/1087/1088/1089/1090/1091/1092/1093/1094/1095/1096/1097/1098/1099/1100/1101/1102/1103/1104/1105/1106/1107/1108/1109/1110/1111/1112/1113/1114/1115/1116/1117/1118/1119/1120/1121/1122/1123/1124/1125/1126/1127/1128/1129/1130/1131/1132/1133/1134/1135/1136/1137/1138/1139/1140/1141/1142/1143/1144/1145/1146/1147/1148/1149/1150/1151/1152/1153/1154/1155/1156/1157/1158/1159/1160/1161/1162/1163/1164/1165/1166/1167/1168/1169/1170/1171/1172/1173/1174/1175/1176/1177/1178/1179/1180/1181/1182/1183/1184/1185/1186/1187/1188/1189/1190/1191/1192/1193/1194/1195/1196/1197/1198/1199/1200/1201/1202/1203/1204/1205/1206/1207/1208/1209/1210/1211/1212/1213/1214/1215/1216/1217/1218/1219/1220/1221/1222/1223/1224/1225/1226/1227/1228/1229/1230/1231/1232/1233/1234/1235/1236/1237/1238/1239/1240/1241/1242/1243/1244/1245/1246/1247/1248/1249/1250/1251/1252/1253/1254/1255/1256/1257/1258/1259/1260/1261/1262/1263/1264/1265/1266/1267/1268/1269/1270/1271/1272/1273/1274/1275/1276/1277/1278/1279/1280/1281/1282/1283/1284/1285/1286/1287/1288/1289/1290/1291/1292/1293/1294/1295/1296/1297/1298/1299/1300/1301/1302/1303/1304/1305/1306/1307/1308/1309/1310/1311/1312/1313/1314/1315/1316/1317/1318/1319/1320/1321/1322/1323/1324/1325/1326/1327/1328/1329/1330/1331/1332/1333/1334/1335/1336/1337/1338/1339/1340/1341/1342/1343/1344/1345/1346/1347/1348/1349/1350/1351/1352/1353/1354/1355/1356/1357/1358/1359/1360/1361/1362/1363/1364/1365/1366/1367/1368/1369/1370/1371/1372/1373/1374/1375/1376/1377/1378/1379/1380/1381/1382/1383/1384/1385/1386/1387/1388/1389/1390/1391/1392/1393/1394/1395/1396/1397/1398/1399/1400/1401/1402/1403/1404/1405/1406/1407/1408/1409/1410/1411/1412/1413/1414/1415/1416/1417/1418/1419/1420/1421/1422/1423/1424/1425/1426/1427/1428/1429/1430/1431/1432/1433/1434/1435/1436/1437/1438/1439/1440/1441/1442/1443/1444/1445/1446/1447/1448/1449/1450/1451/1452/1453/1454/1455/1456/1457/1458/1459/1460/1461/1462/1463/1464/1465/1466/1467/1468/1469/1470/1471/1472/1473/1474/1475/1476/1477/1478/1479/1480/1481/1482/1483/1484/1485/1486/1487/1488/1489/1490/1491/1492/1493/1494/1495/1496/1497/1498/1499/1500/1501/1502/1503/1504/1505/1506/1507/1508/1509/1510/1511/1512/1513/1514/1515/1516/1517/1518/1519/1520/1521/1522/1523/1524/1525/1526/1527/1528/1529/1530/1531/1532/1533/1534/1535/1536/1537/1538/1539/1540/1541/1542/1543/1544/1545/1546/1547/1548/1549/1550/1551/1552/1553/1554/1555/1556/1557/1558/1559/1560/1561/1562/1563/1564/1565/1566/1567/1568/1569/1570/1571/1572/1573/1574/1575/1576/1577/1578/1579/1580/1581/1582/1583/1584/1585/1586/1587/1588/1589/1590/1591/1592/1593/1594/1595/1596/1597/1598/1599/1600/1601/1602/1603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#### 4 Check the boxes of the types of accessibility that will be used in this course

Course Cap	
Library	
Text, Reading, and Materials	
Requisites & Advisories	0/1
Cuesta General Education	
Transfer General Education	
Distance Education	
Correspondence Education	
Materials Fee	
Attached Files	
Codes/Dates	

Describe how the DE course design and any built-in accommodation to course Curriculum Handbook for Title V requirements

☒ Use Suggested Language

☐ Create My Own Response

All course content will be modified/created to provide access to students with compliance, and 508 compliance.

**Check the boxes of the types of accessibility that will**

☐ Content within the shell is accessible

☐ Pdf files are accessible

☐ Videos will be captioned

☐ Transcripts will be provided for PowerPoints

☐ Handouts will be formatted for a screen reader

☐ Images will have ALT tags and descriptions

DSPS will help to identify what the student needs are, but it is the responsibility of the instructor to be compliant

#### 5 Regular and Effective Contact. Click "Use Suggested Language" or create own response

Text, Reading, and Materials	
Requisites & Advisories	0/1
Cuesta General Education	
Transfer General Education	
Distance Education	
Correspondence Education	
Materials Fee	
Attached Files	
Codes/Dates	
ASSIST	
ASSIST Preview	

Please review the Administrative Policy #103 Distance Education. This policy covers correspondence courses, distance education delivery modalities, course approval, and effective contact": [http://www.cuesta.edu/student/aboutacad/distance/fac\\_de\\_](http://www.cuesta.edu/student/aboutacad/distance/fac_de_)

**Regular and Effective Contact**

Any portion of a course conducted through distance education shall include students, through group or individual meetings, orientation and review sessions, library workshops, telephone contact, correspondence, voice mail, e-mail, or other means. Effective contact among instructor and students will be facilitated. Effective contact will be provided in a timely manner and medium appropriate to the significance of the specific synchronous and asynchronous modes.

☐ Use Suggested Language

☐ Create My Own Response

Check the boxes of how regular and effective contact will be achieved in this course

**Instructor-to-student Contact**

☐ Online threaded discussion forums with appropriate instructor feedback

☐ Email

☐ Phone

☐ Text



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Check the boxes of how regular and effective contact will be achieved in this course and enter the minimal frequency it will occur for Instructor-to-student Contact ...

Methods of Evaluation	
Course Cap	
Library	
Text, Reading, and Materials	
Requisites & Advisories	0/1
Cuesta General Education	
Transfer General Education	
Distance Education	
Correspondence Education	
Materials Fee	
Attached Files	

Blended: Regular and effective contact will be maintained in several ways through announcements, weekly discussion forums, weekly instructor-prepared lectures through student assignments. Instructors may communicate through the LMS conferencing may also be used to meet each student's ability and learning : be made available to students (on course syllabus or posted within the LMS face, regular and effective contact will be in a classroom setting

Check the boxes of how regular and effective contact will be achieved in this course

### Instructor-to-student Contact

- ☐ Online threaded discussion forums with appropriate instructor feedback
- ☐ Email
- ☐ Phone
- ☐ Text
- ☐ Messaging to individual students
- ☐ Announcements to students
- ☐ Constructive and timely feedback on student work
- ☐ Instructor prepared e-lectures

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... and Student-to-student Contact

Library	
Text, Reading, and Materials	
Requisites & Advisories	0/1
Cuesta General Education	
Transfer General Education	
Distance Education	
Correspondence Education	
Materials Fee	
Attached Files	
Codes/Dates	
ASSIST	

- ☐ Facilitating student to student contact
- ☐ Field trips
- ☐ Web pages
- ☐ Chat

### Student-to-student Contact

- ☐ Email
- ☐ Phone
- ☐ Text
- ☐ Field trips
- ☐ Web pages
- ☐ Chat
- ☐ Online threaded discussion forums
- ☐ Messaging to other students
- ☐ Small virtual or f2f groups or meetings

Adaptations of Methods, Materials, and Delivery of Instruction

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Adaptations of Methods, Materials, and Delivery of Instruction. Click "Use Suggested Language" or create own response

Library	
Text, Reading, and Materials	
Requisites & Advisories	0/1
Cuesta General Education	
Transfer General Education	
Distance Education	
Correspondence Education	
Materials Fee	
Attached Files	
Codes/Dates	
ASSIST	

☐ Messaging to other students  
☐ Small virtual or f2f groups or meetings

### Adaptations of Methods, Materials, and Delivery of Instruction

DE Instructors Help Sheet: The DE course design must adapt the learning environment. The adaptation of the method of instruction and the communication and content delivery system is not an industry standard, such as Moodle, provide some examples. Describe any special software or technology students will have to purchase or access. Indicate if the text and materials of the traditional class are being supplied.

☐ Use Suggested Language  
☐ Create My Own Response

### Adaptations of Assignments and Activities

Describe how assignments and activities will be disseminated. If the Course Content is not being disseminated via the LMS, describe how they will be incorporated into the course.

Select how Assignments and Activities will be adapted

☐ Cuesta College LMS formatting used  
☐ Assignments uploaded into the Cuesta College LMS

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Adaptations of Assignments and Activities. Select how Assignments and Activities will be adapted

Methods of Evaluation	
Course Cap	
Library	
Text, Reading, and Materials	
Requisites & Advisories	0/1
Cuesta General Education	
Transfer General Education	
Distance Education	
Correspondence Education	
Materials Fee	

computer system and software applications to allow full use of all online delivery methods. A welcome letter and syllabus. A textbook or other reference materials may be provided. Students may receive information by such means as reading the appropriate literature, viewing presentations, following accepted web links specific content will be presented in various ways to meet the various learning modes.

### Adaptations of Assignments and Activities

Describe how assignments and activities will be disseminated. If the Course Content is not being disseminated via the LMS, describe how they will be incorporated into the course.

Select how Assignments and Activities will be adapted

☐ Cuesta College LMS formatting used  
☐ Assignments uploaded into the Cuesta College LMS  
☐ Students will "talk" to each other via discussion boards  
☐ Web-specific links used  
☐ Required text reading  
☐ Class presentations using software  
☐ Other

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Adaptations to Methods of Evaluation. Click "Use Suggested Language" or create own response

Requisites & Advisories	0/1
Cuesta General Education	
Transfer General Education	
Distance Education	
Correspondence Education	
Materials Fee	
Attached Files	
Codes/Dates	
ASSIST	
ASSIST Preview	

Fields marked with \* are required

Describe how the instructor will appropriately verify that students have met the requirements and if so, how they will be administered. Specifically describe any special software or process used in the adaptation

This might include:

- proctored exams
- timed-online or password-protected testing environments
- comparing submitted papers with sample writing assignments or disc
- use of plagiarism detection software (such as TurnItIn.com)
- face-to-face demonstrations of knowledge or skill

☒ Use Suggested Language

☐ Create My Own Response

### Method of Evaluation DE

Select how Methods of Evaluation will be adapted and indicate if plagiarism will be evaluated

☐ Assignments uploaded or typed into the Cuesta College LMS

☐ Student interaction via discussion boards

☐ Timed-online or password-protected testing environments

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Method of Evaluation DE. Select how Methods of Evaluation will be adapted and indicate if plagiarism will be evaluated

Library	
Text, Reading, and Materials	
Requisites & Advisories	0/1
Cuesta General Education	
Transfer General Education	
Distance Education	
Correspondence Education	
Materials Fee	
Attached Files	
Codes/Dates	
ASSIST	

Hybrid / Blended. A variety of evaluation tools may be used, including but not limited to assignments, and online discussion forums. Online evaluation tools will be used in the College's learning management system. When students are assessed online in the learning management system, with the possibility of additional verification through a hybrid or blended classes, evaluation may include face-to-face demonstrations of knowledge or skill

### Method of Evaluation DE

Select how Methods of Evaluation will be adapted and indicate if plagiarism will be evaluated

☐ Assignments uploaded or typed into the Cuesta College LMS

☐ Student interaction via discussion boards

☒ Timed-online or password-protected testing environments

☐ Virtual asynchronous presentations

☐ Face-to-face demonstrations of knowledge or skill

☐ Other

### Student Authentication

View the student authentication PowerPoint presentation: <http://www.3cme.edu/~/media/3cme/Student%20Authentication/Student%20Authentication%20PowerPoint%20Presentation.pptx>

☐ Teach course in Cuesta College's current LMS



Student Authentication. Select the method(s) used to authenticate students in this course

Sandb