



**CURRICULUM COMMITTEE  
REQUEST FOR APPROVAL OF A COURSE VIA DISTANCE LEARNING**

<input type="checkbox"/> Interactive presentation	<input checked="" type="checkbox"/> Internet presentation	
<input type="checkbox"/> Television presentation	<input checked="" type="checkbox"/> Internet w/on-campus meetings	<u>0-99%</u> on-campus
<u>CD 40B</u>	<u>Advanced Administration</u>	<u>3</u>
Course ID#	Course Title	Units

Semester/Year: Fall 2009  
 Day(s)/Time: Arranged  
 Sites: Online (WI, MC and OC)

Course has received prior approval in a different distance learning mode (Indicate which mode)  
 Interactive presentation     Television presentation     Internet presentation

The reason(s) that this course is being considered for distance learning is/are:

- to reach students in remote areas whose attendance at a regular District site is inconvenient.
- to provide a specialty course for students at one or more sites where there is not a sufficient pool of students to warrant traditional classroom instruction.
- to recruit and support students who would not otherwise have initial access to the District.
- to serve the community and business institutions by providing work site courses for public agencies and private companies whose employees require special training.

It is understood that:

- The course listed above will follow an existing RC course outline.
- The distance learning/Internet mode of delivery will not adversely affect the enrollments on campus.
- Instructor is aware the course must be in compliance with requirements regarding EIT (Electronic and Information Technology) pursuant to Section 508 of the Rehabilitation Act and provisions of California Government Code Section 11135.

What **adjustments to the ways in which the course is delivered or presented** to students will be necessary in order to offer it in the distance learning mode? (Add a second sheet if necessary to outline units in the course.)

- \* Blackboard (a course management system) will be used to post online all assignments instructions.
- \* Blackboard is also used for students to submit their assignment and feedback results.
- \* Assignments will include Director interviews, Article critiques, Philosophy of Directing and exams, which will be turned in using blackboard.
- \* Power point presentations will be used to communicate course content, as well as videotaped lectures through Camtasia or Tegrity.
- \* Various communications and tools (Tegrity, Wimba, etc.) via Blackboard and regular email and phone calls will be used for communications.

What provisions will you make for regular effective contact between instructors and students?

- \* Online/Internet communications tools will be available to students in the form of chat rooms, discussion areas, digital drop boxes, and email (both internal and external to Blackboard).
- \* Instructor office hours will also be offered for face-to-face.

What other pertinent information should be shared with the committee?

- \* Child Development 40B is the advanced administration class used by professionals in the field for possible pay advancement, as well as advancement on the permit matrix. It is generally taken by professionals working as a full time Director or by people hoping to advance. By offering the course online, we are hoping to reach students not able to take face to face courses due to the demands of a demanding career.
- \* Since Blackboard is used to deliver online material, it is important that Blackboard's down time is minimal. When the system is down for maintenance/repairs, it will be duly scheduled and announced.

Signatures:

Instructor reviewing for distance learning:

Liz Ehrlich

Date 9/16/08

Department Chair

Date

Dean of Instruction

Date

**Approved by Curriculum Committee:**

Curriculum Committee Chair

Date

Vice President of Instruction

Date

Please attach this cover sheet to the course outline and description of adjustments.  
Modified 1/2008