

**Online Course - Supplement to the Course Outline of Record
Contra Costa College 2600 Mission Bell Dr San Pablo, CA 94806**

Department: Humanities/Philosophy Course #: Philo 110 Date: 12/10/2014
 Course Title: Intro to Philosophy: Ethics Beginning semester/year (new courses only): Fall 2015
 Total Units of Course: 03 Lecture Hours: 54 Lab Hours: 0

Instructions and Process Before Filling out the Distance Education (DE) Supplement Form:

- This form must be completed if a section of a course has fewer in-person lecture hours than the number required for a course with the same number of units.
 - If less than 50% of course instruction is online, it is considered a HYBRID course by the State.
 - If 50% or more of course instruction is online then it is considered an ONLINE course by the State.
- **APPROVAL OF THIS FORM:**
 - The Distance Education (DE) Coordinator and one DE committee member will review and evaluate the form with the Faculty Originator. The DE Coordinator will only sign the form when it meets the State requirement of *"regular effective instructor-student contact"*. **The DE Coordinator has recommendation authority** before it is sent to the Curriculum Instruction Committee (CIC).
 - If a course is not recommended by DE Coordinator, the faculty originator may appeal it to the CCC DE Committee.
 - The CIC has final approval authority. When it is approved, it is a supplement to the course outline.
- **By submitting this form, the Faculty Originator and Department Chair understand the following requirements must be met when an online/hybrid course is taught :**
 - There must be "regular effective instructor-student contact." (California Community Colleges do not allow correspondence courses).
 - All courses that are online or hybrid are required by the District to use Desire2Learn (D2L), the District Approved Learning Management System (by state law it must be authenticated within our District).
 - All videos used (whether created or from other sources) must have closed captioning per Title 5 and Chancellor's Office. (Instructors may consult with DE Coordinator for resources and options for creating closed captions).
 - Any audio used must have a transcript included. (Instructors may consult with DE Coordinator for options).
 - If using online textbooks or publisher materials that require sign-in, they must be authenticated WITHIN the D2L sign-in per District Policy (consult with the CCC Technology Manager for information about this).
 - It is required that instructors who teach online/hybrid sections of the course receive this approved supplement form along with the course outline from their Department Chair.
- **Recommendations for Faculty Originator and Department Chair when online/hybrid courses are being taught:**
 - The DE Committee's "CCC Criteria for Faculty Teaching Online/Hybrid courses" should be utilized.
 - The online/hybrid instructor should be given the CCC DE "Resource and Tip sheet" for teaching online/hybrid courses at CCC including how to contact the DE Coordinator.
 - Online/hybrid instructors should be made aware that there is a District D2L Community Site which includes an online tutorial on online pedagogy and also includes information on ensuring academic integrity in an online environment.

FORM INSTRUCTIONS:

- Submit this completed form along with a copy of the course outline of record (or the Experimental course outline of record Variable Topic form, if applicable) to the DE Coordinator for evaluation.
- Submit an ELECTRONIC COPY of this form and the course outline to the Office of Instruction once it has all signatures.

- Updated Supplement to existing online course. Please attach to this form:**
1. Copy of signature page from the original Distance Ed Supplement form or copy of catalog/schedule entry.
 2. Current course outline.
- New DE Supplement for an existing course currently offered in a lecture mode. Please attach to this form:**
1. Copy of signature page from the original course proposal or copy of catalog entry.
 2. Copy of current course outline for the traditional instructional mode course.
- New course to be offered exclusively in a distance learning mode. Please attach to this form:**
- All new course proposal materials as required by the CIC.
- New course to be offered in both the traditional and distance education modes. Please attach to this form:**
- All new course proposal materials as required by the CIC.
- It is recommended that you consult with the DE Coordinator. The DE Coordinator must RECOMMEND the DE Supplement form before the proposal is considered by CIC.

<i>Information</i>	<u>Do not write in this column. For Evaluation by DE COORDINATOR</u>
<p>1. Sections of this course may be (check both boxes if applicable):</p> <p><input checked="" type="checkbox"/> Completely Online <input checked="" type="checkbox"/> Partially Online</p> <p>Course Lab _____ Course Lecture Hours: 54</p> <p>Hours: 0</p> <p>IF IT WILL BE TAUGHT PARTIALLY ONLINE, INDICATE THE PERCENTAGES BELOW:</p> <p>Percentage of Course 56% Percentage of Course Face to 44%</p> <p>Online: _____ Face: _____</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Needs Clarification</p>

2. SPECIFY BELOW (2a-2h) AT LEAST THREE WAYS THIS COURSE WILL FULFILL "regular effective instructor-student contact." Include a check off to the left and write a brief narrative under each section. Examples below include discussion boards, email, chat, telephone, face to face, LMS drop box (D2L), other)

Check Below :	<p><input checked="" type="checkbox"/> 2a. DISCUSSION BOARD: If applicable, describe below <i>how</i> you will use discussion boards (asynchronous) to achieve regular effective instructor-student contact. Include specific examples.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Needs Clarification</p>
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In each module there will be at least one discussion question on a concept that will be introduced to that module. The responses will be graded, individual feedback may be given, and feedback on the overall discussion will be posted to whole class.

Check Below :	<p><input checked="" type="checkbox"/> 2b. E-MAIL: If applicable, describe below <i>how</i> you will use email to achieve regular effective instructor-student contact. Include specific examples and how frequently it will be checked.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Needs Clarification</p>
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D2L will be used as a key source of communication between myself and students for questions, problems, and concerns. I will check my email daily seven days a week and respond to students each day.

Check Below :	<p><input type="checkbox"/> 2c. CHAT: If applicable, describe below <i>how</i> you will use Chat</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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(synchronous) to achieve regular effective instructor-student contact. Include specific examples. Needs Clarification

Check Below : 2d. **CONFERENCING (ex. Wiggo, CCC Confer):** If applicable, describe below *how* you will use Conferencing (*synchronous*) to achieve regular effective instructor-student contact. Include specific examples. Yes No Needs Clarification

I will set up, once a week, at least one hour office hour, either using CCC confer or Skype, so students who want to communicate with me this way can use this option. I may use this for supplemental class discussions online as well.

Check Below : 2e. **TELEPHONE/VOICEMAIL:** If applicable, describe below *how* you will use Telephone/voice mail to achieve regular effective instructor-student contact. Include specific examples. Yes No Needs Clarification

I will use CCC voicemail as a way students reach me by phone and I will respond daily to phone calls received.

Check Below : 2f. **FACE TO FACE MEETINGS:** If applicable, describe below *how* you will use face to face meetings (groups or individuals) to achieve regular effective instructor-student contact. Include examples. Yes No Needs Clarification

In the hybrid version of the course, I am planning for 8 three hours sessions to be listed in class schedule to keep students focused and to engage class activity and probably presentations by students.

Check Below : 2g. **D2L DIGITAL DROPBOX WITH FEEDBACK:** If applicable, describe below *how* you will use D2L digital drop box to achieve regular effective instructor-student contact. Include examples. Yes No Needs Clarification

For written assignments students will be submitting them within D2L Dropbox, and this will include the plagiarism check. All papers will be graded in a timely way and detail feedback will be given to students within D2L.

Check Below : 2h. **OTHER:** If applicable, describe below *how* you will use other options to achieve regular effective instructor-student contact. Include examples. Yes No Needs Clarification

Judith G. [Signature]

Distance Education Coordinator recommendation: Recommended Not recommended Recommended with changes

Distance Education Coordinator Signature: *Judith G. [Signature]* Date 4/20/15

Distance Education Committee Member Signature: *Megany [Signature]* Date 4/21/15

DE Coordinator Comments:

The signatures below should only be attained AFTER the DE Coordinator recommendation.

**** (Print name/signature) ****

Faculty originator:	<i>Mark Kabir</i>	Date:	4/21/15
Department Chair:	<i>Jeffrey Michels</i>	Date:	4/21/15
DIC Chair:	<i>Kathleen Gahan</i>	Date:	4/21/15
Division Dean:	<i>[Signature]</i>	Date:	4/21/15
CIC Chair:	Gabriela Segade	Date:	
VP of Instruction or designee:	Tammeil Gilkerson	Date:	

Distribution: Instruction Office (original), Articulation Office, Admissions and Records Office, Faculty Originator, Department Chair, and Division Office

Form Revised 02/21/14
 Approved CIC 2/24/14
 Approved Academic Senate 3/3/14