



*Los Angeles Mission College*

## Curriculum Committee

# Distance Education Addendum

**Subject Name and Course Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Chair:** \_\_\_\_\_ **Originator:** \_\_\_\_\_

**Delivery format:** \_\_\_\_\_

**If on campus meetings required, specify:** \_\_\_\_\_

### **Review & Approval**

The Department Chair and the Originator certify the requirements below have been met. Follow-up on these items is maintained at the department level by the Department Chair and faculty teaching DE courses and through the faculty evaluation process.

### **Accessibility (Title 5, section 55200, 42 U.S.C. s 12100 et seq., section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. s 794d)).**

Course content and delivery is accessible to all students.

### **Course Quality Standards (Title 5, section 55202)**

The online course content and objectives are of the same quality as those applied to traditional classroom courses.

### **Instructor Contact (Title 5, section 55204)**

Each section of the course which is delivered through distance education will include regular and substantive contact and interaction between instructor and students.

\* see [Guidelines for Regular Effective Instructor Contact](#)

### **Course Quality Determinations (Title 5, section 55206)**

Determinations and judgments about the quality of the distance education course offering were made with the full involvement of the faculty as defined by Administrative Regulation E-65 and college curriculum approval procedures.

### **Substantive Change**

Accreditation requirements stipulate that before 50% or more of the required units that make up a certificate or program are offered via distance education, a substantive change report must be filed and approved. Please review your department's distance education offerings and determine whether offering the class online would trigger a substantive change requirement.

**Completed Annotated Shell Review Rubric is attached hereto – signed by both Department Chair and DE Coordinator - form is located at**

<http://lamission.edu/de/shell-review.docx>

The Department Chair and Originator have reviewed the standards and specifics outlined in the annotated shell review rubric and included comments for each standard. Both the DE Committee and Department Chair have reviewed the proposed DE Course and recommend it be approved by Curriculum.



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**This is an update of the DE course. Course has been taught since:**

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Originator: \_\_\_\_\_ Date: \_\_\_\_\_

### **Resources:**

If you need assistance with any aspect of revising a course for online delivery, please contact:

- Curriculum – [curriculum@lamission.edu](mailto:curriculum@lamission.edu)
- Distance Education Committee – [ilearn@lamission.edu](mailto:ilearn@lamission.edu)
- If you need assistance or clarification with any aspect of accessibility or reasonable accommodations that the college can make, please contact:  
Disabled Students Programs & Services – 818-364-7732

\* Form adopted by Curriculum and by DE in November, 2016 pending CurricUNET implementation