

Prior to Teaching Online

Curriculum Approval

All courses that use distance education as a modality for instruction in lieu of face-to-face instruction must go through the curriculum approval process by completing a [DE Addendum \(FORM D\)](#) and have it approved by the [curriculum committee](#). The process is outlined in the [DE Plan](#) and the GAVILAN COLLEGE Curriculum Handbook.

There are two types of online courses that need approval:

- **Fully Online Courses** are taught only through the web using the iLearn system. Online courses provide students with an opportunity to complete coursework without attending classes on campus. Although online courses do not meet on campus, the curriculum for online courses is similar to the curriculum provided in a traditional face-to-face course. You cannot mandate that students come to a GAVILAN COLLEGE site for any reason, if your course is designated as fully online. For proctored tests, see proctoring guidelines in this document.
- **Hybrid Courses** are taught partially online but have regular on-campus meetings. Hybrid courses are courses that have some regularly scheduled meetings on campus that are accompanied by online activities. The hours spent on campus vary from course to course, and students should check the schedule carefully to know when the course

meets on campus. The required on-campus meeting dates and times should be clearly stated in the schedule and once published should be strictly adhered to.

If the course has not been previously approved, the process takes two committee meetings to approve. If the course has already been approved, it takes one committee meeting, as long as the course outline is current. Otherwise, it may take longer to approve a revised course outline. The curriculum committee will review the course content for delivery in a distance education environment.



Support for Distance Education:

The Distance Education Committee (DEC) is a shared governance committee. DEC will address the evolving technology needs of the Distance Education program in a variety of areas related to the use of technology for instructional purposes. DEC will be the recommending body for policies, procedures, systems, and purchases that relate to distance education and technology used for teaching and learning.

The Distance Education Program consists of the Dean of Student Learning and Engagement, Distance Education Coordinator, Distance Education Trainer and Distance Education Committee.