

Distance Learning Course Approval Form

The Distance Education form will be filled out if hybrid or online is selected under Mode of Instruction on New Course Proposal Form or an existing course modification or major change will lead to a hybrid or online course.

Resources

If you need assistance completing the DE Approval form or assistance with any aspect of revising a course for online delivery, please contact:

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Definitions

An **online course** is conducted entirely over the internet. Course materials are posted on Lulima. Online courses never require meeting on campus.

A **hybrid course** combines online learning with scheduled face-to-face class sessions on campus with the instructor. The campus sessions meet at the scheduled days and times as indicated in the course schedule.

Approval Process

1. Courses are initiated by and approved by faculty in the discipline and/or division.
2. Curriculum Committee review each proposed and existing course offered through distance education separately.
3. The review and approval of distance education courses shall follow the curriculum approval procedures.

Certification

_____ Course Quality Standards

The same standard of course quality are applied to the distance education courses as are applied to traditional classroom courses.

_____ Course Quality Determinations

Determination and judgments about the quality of the distance education course were made with the full involvement of the faculty as defined by curriculum approval procedures, referencing of the Distance Education Guidelines, and 3-Credit Hour policy.

_____ Instructor Contact

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

**University of Hawai'i – West O'ahu
Distance Education Course Outline Addendum**

Online Status (select one)

_____ 100% online

_____ Hybrid

Addendum Status (select one)

_____ New proposal

_____ Addendum

Term Effective date._____

Course Name _____ **Number** _____

Cross-listed Course Name & Number (if applicable)

Name _____ **Number** _____

- 1. Course Objectives.** List course objectives exactly as it appears in the course syllabus on record and explain how students will achieve each objective in the distance delivery format.

- 2. Class Size Limit.** _____

3. Methods of Instructions. Instructor/Student Contact.

A. Learning Management System

Laulima

Other (please specify) _____

B. Electronic Communications

Chatroom

Blackboard

Email

Discussion Board

Electronic Databases

Online library resources

Webcasts

Podcasts

Telephone

Orientation Sessions

Other (describe) _____

4. Hours for Content Delivery and Interaction.

Please show approximate hours anticipated for student activities that take place to fulfill the requirements of “in-class” time as indicated on the course outline on record. For example, a 3 unit/3 hour lecture course has 54 hours of “in-class” time. Activities can include reading lesson module, quizzes and examples, participation and discussion forms, watching course videos, or mandatory face-to-face meetings (hybrid only). Activities DO NOT include activities which would normally be expected as homework such as reading the text, preparing and studying for exams, research assignments, or problem solving exercises.

Activity	Online Hours	Face-to-Face Hours (for hybrid)	Total hours Per semester
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5. **Accessibility.** The Americas with Disabilities Act of 1990, section 508 of the Rehabilitation Act of 1973 require that accessibility for persons with disabilities be provided. Distance education courses and resources must generally be designed to provide “built-in” accommodations (i.e. closed or open captions, descriptive narrations, modification of testing time limits, written instructions).

After reading the statement above, is there any aspect of the course that cannot be made accessible to students with disabilities?

_____ Yes _____ No

If yes, briefly explain the problem and how that problem is resolved in the regular face-to-face class.

6. **Indicate how you plan to meet the requirements of the course.**

_____ Consulted with Information Technology staff

Name	Position	Signature
_____	_____	_____

_____ Consulted with Library staff (if applicable)

Name	Position	Signature
_____	_____	_____

_____ Consulted with Student Affairs staff

Name	Position	Signature
_____	_____	_____

Approved for submittal to Vice Chancellor of Academic Affairs

Faculty Signature

Date

Division Chair

Date

Distance Education Committee Chair

Date

Administrative Review

Distance Education Representative VCAA

Date

Vice Chancellor of Academic Affairs

Date

