

Toward the goal of ensuring the effectiveness of our distributed education program, Crafton Hills College has adopted an approval process for courses which are taught through alternative modalities (e.g. online or hybrid). A separate course approval process is required by Title V, Section 55206, which states, "if any portion of the instruction in a proposed or existing course or course section is designed to be provided through distance education in lieu of face-to-face interaction between instructor and student, the course shall be separately reviewed and approved according to the district's adopted course approval procedures."

Faculty and/or departments interested in developing an online/hybrid course are required to submit the course for DE delivery through the curriculum approval process. A [DE Addendum](#) to a course can be submitted to accompany a new course, as a part of the course modification process, or alone using the "DE Addendum Only" function in the CurricUNET system.

The course objectives and content of an online or hybrid course must mirror those of its face-to-face counterpart as described in the course outline of record. A DE Addendum requires faculty to describe what modality the course will take (e.g. online, hybrid or both) as well as what methods of instruction, communication and evaluation will be utilized in the online/hybrid class to achieve the same outcomes as its face-to-face counterpart. A sample assignment adapted for the online environment as well as a statement regarding accessibility are also required.

The Educational Technology Committee is charged with evaluating each DE Addendum and making recommendations to the college's Curriculum Committee for final approval. Both committees are responsible for ensuring that online/hybrid courses have the same rigor as face-to-face classes and have "regular effective contact between instructor and student" (Title V, Section 55204).

If you have any questions regarding the course approval process, please contact any member of the Educational Technology Committee. To begin the process of submitting a DE Addendum for a course, log on to www.curricunet.com/crafton.

Toward the goal of ensuring the effectiveness of our distributed education program, Crafton Hills College has adopted a process for the certification of faculty to teach in the online environment. Instructors interested in teaching online/hybrid courses should first complete an [Intent to Teach form](#). On this form, the instructor should document their training, professional development and experience which has prepared them to teach online. This form should be returned to the faculty chair who, upon endorsement of the department, will then forward it on to the Educational Technology Committee (ETC) for approval. The instructor's readiness to teach online will also be evaluated by a faculty member of the ETC committee through an [online readiness quiz](#) and [hands-on skills demonstration](#). Upon certification, the instructor will be added to the list of instructors who is eligible to teach online/hybrid courses.

Once a faculty member has been certified to teach online, the second step of the approval process involves "matching" an instructor with an approved course. This requires the instructor provide no less than two weeks of online content for evaluation by the ETC. A [checklist of the criteria](#) by which the course material is evaluated is provided. No course or instructor will be scheduled until the DE Addendum of the course has been approved, the instructor has been certified and the instructor has

been matched to the appropriate course. An updated list of approved courses and instructors is available on the ETC website.