

## **ETC would like to request that the Academic Senate:**

### **Motion to approve new language in the DE Addendum on Curricunet:**

Recommended Online Enrollment:

A. Hybrid – This course has online components and regularly scheduled face-to-face meetings

i. Please describe how this hybrid course will meet face-to-face below:

This course can substitute online activities for on campus classroom activities.

B. 100% Online - This course has no required face-to-face meetings

i. Full Online Delivery Requirements:

ii. Students must be notified via the ~~college schedule of classes and the syllabus~~ for the class, if proctored ~~tests~~ **exams** are required for this course.

iii. Any planned face-to-face meetings, such as an orientation or study session, must be optional.

iv. The CHC Curriculum Committee requires the use of discussion board as a component of every fully online course.

### **Motion to add new language in the college catalog:**

**WebAdvisor Example:**

#### **Printed Comments**

This is an online class with no on-campus meetings. Participation in this class requires the student to have regular access to a computer, tablet, or similar device with internet connectivity and Canvas capability. On the first day of class students must log into Canvas to access this course and receive initial information from the instructor (typically located on the announcement page of the course). Students with no previous experience in online/hybrid courses are encouraged to enroll in CHC 062, Introduction to Online Learning.

**Online classes may require proctored exams.**

### **Motion to approve that all DE syllabi that require proctoring state so.**

Required elements would now include: Instructor name, SLOs and proctoring if applicable. This information would need to be added to the faculty handbook.