



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

3375 Camino Del Rio South
San Diego, California 92108-3883

Instructional Services

Date:

DRAFT

To: Chancellor's Cabinet
Vice Presidents, Instructional Services
Vice Presidents Student Services
Colleges and Continuing Education Curriculum Committees
Curriculum and Instructional Council

From: Stephanie R. Bulger
Vice Chancellor, Instructional Services

Regarding: **Distance Education Categories**

ES 20-12, the memorandum issued by the California Community Colleges Chancellor's Office, Emergency Temporary Distance Education Blanket Addendum for summer 2020 and fall 2020, encouraged colleges to plan proactively and with contingencies for instructional offerings throughout the remainder of the 2020 calendar year. One of the requirements of the blanket addendum approval for summer 2020 and fall 2020 is a plan for obtaining local approval for all courses included in the submitted addendum by December 30, 2020. This requirement has led to a lot of questions and confusion. Therefore, CIC developed the chart below to help clarify distance education curriculum approval, the requirements for the summer 2020 and fall 2020 online blanket approval, and the option for faculty to designate distance education approvals as "online-emergency only." The chart outlines and describes the following: duration, process, documentation, expiration, instructor training, and standards.

Categories of Distance Education Approval

	Distance Education <i>DE offered online(fully online) or partially online / hybrid during normal operations*</i>	Summer and Fall 2020 Online Emergency Blanket Approval <i>Temporary emergency DE approval</i>	Distance Education Online (Emergency Only) <i>DE during future emergency campus closure periods (per title 5, § 58146)</i>
Duration	Approval to offer a course (or a portion of a course) through a distance education modality during any term.	Temporary approval to offer a course through a distance education modality during summer/fall 2020 only.	Approval to offer a course through a distance education modality during a future emergency period only.
Process	Requested via a CurricUNET proposal.**	Requested via a "blanket waiver" coordinated by the deans and VPI when the schedule is developed.	Requested via a proposal entered in CurricUNET by September 30. All courses must be considered.**
Documentation	Documented on course outline of record course report.	Documented via "blanket waiver" DE application; must also be entered in CurricUNET by September 30.	Documented on course outline of record course report.
Expiration	Does not expire unless removed via curriculum proposal.	Expires after summer/fall 2020.	Does not expire unless removed via curriculum proposal. However only applicable during emergencies.
Instructor Training	SDCCD-approved online teaching certification required.	Online training and professional development highly encouraged; SDCCD-approved online teaching certification may be required by individual campus policy.	SDCCD-approved online teaching certification may be required by individual campus policy.
Standards	Has course-specific state- and ACCJC-mandated instructional standards and practices (e.g. regular effective contact requirements).**	Must meet state- and ACCJC-mandated instructional standards and practices.**	Has course-specific state- and ACCJC-mandated instructional standards and practices. Quality standards, expectations, and necessary tools to make for an effective DE experience should be documented.**

* Fully online teaching assignments are recommended for instructors with underlying medical conditions that increase health risks from communicable diseases.

** CE has a separate manual process. Standards follow Title 5 and WASC requirements.