From: The MJC Distance Education Committee

Subcommittee: Iris Carroll, Leslie Collins, Mike Smedshammer

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In response to your request for our review of the Distance Education Addendum in CurricuNet, we have four recommendations.

Recommendation Overview

1. Delete all **distance education modality** options except for "online" and hybrid."
2. Edit the **methods of instruction** checkbox options for both online and hybrid classes.
3. Replace the **instructor/student contact** narrative box with checkbox options.
4. Edit the remaining **narrative box descriptions** to reflect current distance education andragogy.

Recommendations

1. **Distance Education Modality**

Based on our understanding, there are only two types of distance education classes currently offered at MJC: hybrid and online. This is common in distance education programs throughout the state of California. While the nursing program does use a live video feed for their Columbia College satellite classes, we have been told that these classes are not designated as "distance education" courses.

Recommended Wording:

- Online Course. All class time is done online. Students must have access to a computer and the Internet. Course has no on-campus meetings.
- Hybrid Course. Some, but not all, class time is replaced by distance education. Students must have access to a computer and the Internet. Course has one or more on-campus meetings.

2. **Methods of Instruction**

We believe that some of the options in the methods of instruction checkboxes are instructor/student contact instead of methods of instruction. There are also newer methods of instructions which are not currently included.

Recommended <u>Online</u> Course Checkbox Options:

- Asynchronous Discussion
- Synchronous Discussion

- Viewing and Listening to Videos
- Listening to Audio Materials
- Online Activities
- Written Assignments
- Community Activities
- Reading Course Materials
- Quizzes, Exams, and Surveys
- Field Trips
- Multimedia Presentations
- Collaborative Peer/Group Activities
- Other - Describe:

Recommended *Hybrid* Course Checkbox Options:

- On Campus Orientation Sessions
- Group Meetings/Review Sessions
- Student Presentations
- Guest Speakers
- Facilitated Discussions
- Interactive Activities
- Asynchronous Discussion
- Synchronous Discussion
- Viewing and Listening to Videos
- Listening to Audio Materials
- Online Activities
- Written Assignments
- Community Activities
- Reading Course Materials
- Quizzes, Exams, and Surveys
- Field Trips
- Multimedia Presentations
- Collaborative Peer/Group Activities
- Other - Describe:

3. Instructor/Student Contact

While instructor/student contact can occur through methods of instruction in online classes, we see these approaches as distinct yet complimentary. To differentiate between the two requirements and to add clarity to the distance education addendum for both faculty and the Curriculum Committee, we

recommend deleting the narrative box "describe how methods selected will insure appropriate instructor/student contact as required by Title 5" and replacing it with a checkbox list of methods of instructor/student contact which is the same for both online and hybrid classes.

Recommended Checkbox Content

- Telephone Contact
- Email
- Class Announcements
- Discussion Boards
- Question & Answers Discussion Forum
- Surveys
- Grading Feedback
- Grading Rubrics
- Weekly Video Updates
- Office Hours
- Other – Describe:

4. Narrative Box Descriptions

Some of the terminology in the narrative boxes for both online and hybrid courses is outdated with regards to distance education andragogy. The changes below will update the terms and make sections easier for distance education faculty to complete, resulting in more consistency in submitted content.

Recommended <u>Online</u> Course Wording Changes:

- Describe how the methods selected will allow students to meet the course learning outcomes of the course.
- Are the methods of evaluation different from those listed on the approved course outline? If so, in what ways do they differ?

Recommended <u>Hybrid</u> Course Wording Changes:

- Describe this hybrid option. Typically, what parts of the course are done face-to-face? Typically, what parts are done online?
- Describe how the methods selected will allow students to meet the course learning outcomes of the course.
- Are the methods of evaluation different from those listed on the approved course outline? If so, in what ways do they differ?