

# Online Course Delivery Request

## COURSE INFORMATION

1) \_\_\_\_\_ 2) \_\_\_\_\_  
(Course # - Ex. ICS 59) (Course Title)

3) \_\_\_\_\_  
(Effective Quarter & Year)

4) **Online Mode of Delivery (ONE form must be completed for each mode of delivery)**

\_\_\_\_\_ % Online (percentage ranges may be indicated)

\_\_\_\_\_ % Face-to-face (percentage ranges may be indicated)

5) **Rationale:** Please describe the exercises, activities, and other class assignments that will be used through the proposed delivery method above to meet the course objectives and student learning outcomes.

6) Explain how the percentages for the mode of delivery you have selected were determined.

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- 7) How is this course designed in a way that students of different backgrounds and ability can succeed in this modality? How have your design decisions been made in consideration of the six student success factors in relation to Online Education (please click [here](#) for the student factors)?

- 8) **LMS Use and Training:** Per Article 34.6 of the FA agreement, all faculty teaching online or hybrid are required to use the college-designated Learning Management System (Canvas). Please describe any additional training, beyond Canvas certification, as well as selection criteria, that will be required for an instructor who will use this mode of delivery.

- 9) **Instructional Tools and Additional Resources:** Please indicate any instructional technology in addition to the LMS that will be used in this course. This may include publisher resources, LTI integrations, etc. *As a reminder, any tools used must be embedded in Canvas and students must be directed to authenticate through Canvas in order to access materials and resources.*

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- 10) **Instructor Contact:** Please describe how the instructor will fulfill the requirements of regular and substantive interaction with students. In other words, describe the nature and frequency of instructor-student interactions and how these interactions will be effective and sustained throughout the course.

- 11) **Student Contact:** Please describe how students will interact with each other during the course (e.g. discussion boards, group conferences, etc.).

- 12) **Accessibility:** How will the course be designed in order to be accessible to students with disabilities? Describe support services that will be available to students, considerations made during the development of the course, and Assistive Computer Technologies available to students.

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**13) Resources:** Please list the required resources exclusive to this mode of delivery that must be provided by the college to accomplish the course design and delivery. Additionally, list resources required of students who take the course in this mode of delivery:

**a) College Resources:**

**b) Student Resources:**

**14) Outside Involvement:** Please describe the involvement of other faculty in the discipline, department, division, or other subject matter experts who were involved in the design of this course.

**15) SIGNATURES (signifying knowledge and approval of the online mode of delivery):**

	Print	Signature	Date
1. Initiator			
2. Departmental Chair			
3. Division Dean			
4. Division Dean Online Education	Gabriela Nocito		