Distance Learning Course Approval Form

The Distance Education form will be filled out if hybrid or online is selected under Mode of Instruction on New Course Proposal Form or an existing course modification or major change will lead to a hybrid or online course.

Resources
If you need assistance completing the DE Approval form or assistance with any aspect of revising a course for online delivery, please contact:

Sharla Hanaoka, Instructional Designer, shanaoka@hawaii.edu
Rian Barerras, Instructional Designer, rbarerras@hawaii.edu

Definitions
An online course is conducted entirely over the internet. Course materials are posted on Laulima. Online courses never require meeting on campus.

A hybrid course combines online learning with scheduled face-to-face class sessions on campus with the instructor. The campus sessions meet at the scheduled days and times as indicated in the course schedule.

Approval Process

1. Courses are initiated by and approved by faculty in the discipline and/or division.
2. Curriculum Committee review each proposed and existing course offered through distance education separately.
3. The review and approval of distance education courses shall follow the curriculum approval procedures.

Certification

_____ Course Quality Standards
The same standard of course quality are applied to the distance education courses as are applied to traditional classroom courses.

_____ Course Quality Determinations
Determination and judgments about the quality of the distance education course were made with the full involvement of the faculty as defined by curriculum approval procedures, referencing of the Distance Education Guidelines, and 3-Credit Hour policy.

_____ Instructor Contact
Each section of the course which is delivered through distance education will include regular effective contact between instructor and students.
University of Hawai‘i – West O‘ahu
Distance Education Course Outline Addendum

Online Status (select one)  Addendum Status (select one)

______ 100% online  _____ New proposal

______ Hybrid  _____ Addendum

Term Effective date. ___________________________

Course Name ___________________________  Number ______________

Cross-listed Course Name & Number (if applicable)

Name______________________________  Number_______________

1. **Course Objectives.** List course objectives exactly as it appears in the course syllabus on record and explain how students will achieve each objective in the distance delivery format.

2. **Class Size Limit.** ________________
3. **Methods of Instructions.** Instructor/Student Contact.

   A. Learning Management System
      Laulima
      Other (please specify) ________________________________

   B. Electronic Communications
      Chatroom
      Blackboard
      Email
      Discussion Board
      Electronic Databases
      Online library resources
      Webcasts
      Podcasts
      Telephone
      Orientation Sessions
      Other (describe) ________________________________

4. **Hours for Content Delivery and Interaction.**
   Please show approximate hours anticipated for student activities that take place to fulfill the requirements of “in-class” time as indicated on the course outline on record. For example, a 3 unit/3 hour lecture course has 54 hours of “in-class” time. Activities can include reading lesson module, quizzes and examples, participation and discussion forms, watching course videos, or mandatory face-to-face meetings (hybrid only). Activities DO NOT include activities which would normally be expected as homework such as reading the text, preparing and studying for exams, research assignments, or problem solving exercises.

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<tr>
<th>Activity</th>
<th>Online Hours</th>
<th>Face-to-Face Hours (for hybrid)</th>
<th>Total hours Per semester</th>
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5. **Accessibility.** The Americas with Disabilities Act of 1990, section 508 of the Rehabilitation Act of 1973 require that accessibility for persons with disabilities be provided. Distance education courses and resources must generally be designed to provide "built-in" accommodations (i.e. closed or open captions, descriptive narrations, modification of testing time limits, written instructions).

After reading the statement above, is there any aspect of the course that cannot be made accessible to students with disabilities?

_____ Yes  _____ No

If yes, briefly explain the problem and how that problem is resolved in the regular face-to-face class.

6. **Indicate how you plan to meet the requirements of the course.**

_____ Consulted with Information Technology staff

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_____ Consulted with Library staff (if applicable)

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_____ Consulted with Student Affairs staff

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Approved for submittal to Vice Chancellor of Academic Affairs

___________________________________________________      ____________________
Faculty Signature                                      Date

___________________________________________________      ____________________
Division Chair                                          Date

___________________________________________________      ____________________
Distance Education Committee Chair                      Date

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Administrative Review

___________________________________________________      ____________________
Distance Education Representative VCAA                   Date

___________________________________________________      ____________________
Vice Chancellor of Academic Affairs                      Date