Online Course Delivery Request Form Guide

De Anza College

COURSE INFORMATION

1) _____ **2)** _____
   (Course # - Ex. ICS 59)   (Course Title)

3) Same as course
   (Effective Quarter & Year)

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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.

> *Online classes at De Anza are any course where 51% or more of the class is completed virtually. Therefore, % Online should not be lower than 51% and % Face-to-Face should not exceed 49%.*

> *In this section, outline how the course will be adapted for a virtual or mostly virtual environment.*
>
> *Provide a variety of examples to illustrate how the class will operate online, but you do not need to include every possible activity. Instead, focus on showing a representative range of activities to demonstrate how online instruction will support course objectives.*
>
> *Describe how course assignments and activities will be adapted to an online format. If applicable, highlight how the online course differs from the in-person version while still achieving the same learning outcomes and meeting the course objectives.*

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

> *Explain Your Decision for Online vs. In-Person Instruction: Describe how you determined the balance of online and in-person instruction for this course. What factors influenced your decision? Consider whether departmental requirements, enrollment trends, instructional methods, advancements in the field, or other factors played a role in shaping this balance.*
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> *Online Courses with Some In-Person Components: If your course is mostly online but includes in-person requirements, explain why students are expected to come to campus. For example, some in-person activities might include exams, orientations, or other necessary experiences that benefit from face-to-face interaction.*

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)?

> *The word "here" in the question contains a link to the six student success factors at De Anza. Also located at the following URL: http://deanza.edu/online-ed/faculty/studentsuccess.pdf*
>
> *It is not necessary to list every single activity, but list those that are most applicable and evident in your class. Essentially, how has this course been designed with an equity lens in mind?*
>
> *Consideration of your discipline in regard to equity presentation of course materials. Examples might include: inclusion of authors of color and from cultural backgrounds; concepts used that examine identity from multiple cultural lenses; cultural diverse images; using various modes of learning including video, audio, images and text; classroom activities that require multiple voices; application of principles of individual differences; gender/cultural diverse perspectives presented.*

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.

> *Indicate department or division-specific practices that have been agreed beyond minimum qualifications to decide who receives an online assignment. Examples include:*
> -A mentoring process prior to teaching the class.
> -Selection by the department committee.
> -Completion of required professional development activities and/or courses, such as:
>   • Canvas Certification
>   • RSI Training (Parts 1 and 2)
>   • Open Educational Resources (OER)
>   • Peer Online Course Review (POCR)
>   • Accessibility training
> *If your department does not have one, then "none" is sufficient, but it is encouraged to discuss these selection criteria.*

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.*

> *Indicate anything OUTSIDE of normal college resources that need to be provided; otherwise indicate "none"*
>
> *Canvas, Online Education Office Support, computer labs and Library resources are already assumed, thus do not need to be listed. Examples include: Publisher tools from (MyLab; MyMathLab); Canvas integrations (Zoom; Pronto; Padlet; LibreText).*

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.

> *Specify both the METHOD as well as the FREQUENCY in which an instructor-initiated contact as well as the minimum number of times these interactions will take place (a range is fine). Some examples include:*
>> *-Regular Announcements through Canvas to convey important information*
>> *-Regular and Substantive Instructor participation in online discussion threads*
>> *-Synchronous conferencing (Zoom; Conferences or Chat feature in Canvas) outside of office hours*
>> *-Regular Progress check-in with students*
>> *-Conversations and feedback initiated through SpeedGrader*
>> *-Internal and Student facing communications plans*
>
> *Do not include your contractually mandated office hours.*

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

> *Specify the method and frequency of student-to-student interactions in the course. Examples may include:*
>
>> *-Participation in graded discussion threads*
>> *-Specific projects or assessments that require students to interact*
>> *-Group projects*
>> *-Student-facilitated synchronous meetings*
>> *-Student-facilitated discussions*
>> *-Peer-reviews*

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.

> *Reaffirm that the course will be taught by instructors who successfully completed Accessibility training and designed using Canvas Accessibility Checker and documents in Acrobat (PDF), Word, PowerPoint, and Excel. The "Big 7" items will be checked with "PopeTech" (Headings, Alt Text, Descriptive Links, Color, Lists, Tables, and Audio/Video Captions).*
>
> *The instructor will include a DSS statement in the syllabus with specific information on how to contact the DSS office for support services. "De Anza College views disability as an important aspect of diversity, and is committed to providing equitable access to learning opportunities for all students. Disability Support Services (DSS) campus office collaborates with students who have disabilities to provide and/or arrange reasonable accommodations."*

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:**

> *List college-provided resources outside of reasonable assumption (e.g., Canvas, computer access). This only applies if the student has **guaranteed access** and can include college-provided physical, digital, & no-cost OER textbooks & lab manuals, and other course material.*

     b)   **Student Resources:**

> *List necessary resources the student will need to acquire to succeed in the class, outside of resources with reasonable access, (e.g., Internet, email). Necessary resources can include physical or digital textbooks, lab manuals & kits, testing & homework platforms, and other course material.*

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.

> *Indicate other department members or FHDA staff who were consulted with the planning of the course in its respective modality.*

Instructions for uploading the completed form:

1. Rename the form in this format "Online_Dept_Number_EffectiveYearQuarter" (i.e. "Online_ANTH_1_2024F").
2. Go to the "Basic Course Information" tab in eLumen.
3. Scroll down to the "Proposal Details" part and click **[Upload Files]**.
4. A window will pop up.
5. Drag the file or click to select from your computer (only ONE file at a time).
6. Click **[Upload]**.
7. Click **[Cancel]** when finished.
8. Click **[Save and Continue]**.