**This is a template DO NOT FILL OUT!**

The Distance Learning committee chair (DL) will copy & customize this form to include the course title and proposer’s name

 cut and paste content below this text to customize

**NOTE:** This form will be shared with the proposer (with editing access), and the Kauai Community College Distance Learning Committee (KCCDLC) members (with comment access), and the proposer’s division chair (with comment access). **A webpage explaining the KCCDLC course approval process for this form is located at URL**<http://goo.gl/pIufYB> **PLEASE read it!**

 **Course & Proposer Name**

**DISTANCE LEARNING / HYBRID COURSE PROPOSAL FORM**

Please use Google Docs to edit this document. Provide the information requested and answer all questions. This form is shared with the DL Committee.

Course Alpha and Number:

Course Title:

Date of request:

Name of proposer:

Name of the Division Chair that approved the submission of this DL course proposal to the KCCDLC:

1. Is this a new course?
2. Is this a hybrid course?
3. Has the instructor that will teach this course been certified by the Distance Learning Coordinator?
4. If this is a new DL or hybrid course does this course have a F2F section? If so are the SLOs for this course identical to the SLOs for the face-to-face (F2F) section? Identical SLO’s for F2F, DL and hybrid sections are a prerequisite for approval of DL or hybrid sections of existing courses.
5. Does the DL or hybrid assessment of SLOs differ from the F2F assessment and if so how?
6. What modes of distance delivery will be used for this course? Explain how the distance learning delivery modes are appropriate for the course content.
7. Will the mode of delivery impact the assessments of the SLOs? (For example an SLO dealing with oral presentation.) Please describe the impact.
8. What kind training and support is available for students who work with the technology required in the course?
9. What kind of library and tutoring support is available for students taking this course?
10. How will students access services such as Financial Aid, technical support, proctoring, advising, etc.?
11. How will the course comply with the Americans with Disabilities Act Amended Act (ADAAA)? This standard statement <http://goo.gl/oesoRg> (approved by the Kauai Community College Curriculum Committee on 10-18-2013) must be included in all Syllabus as of Jan 1, 2014.
12. How will students contact the course instructor for questions, clarification, consultation, etc. and what is the projected response time for answering student inquiries?
13. Are the appropriate resources and services asked about in questions 7 through 11 included in the course syllabus?
14. Please provide the link to the course syllabus here so KCCDLC committee members may view it.

**NOTE:** Here is a link to a document with some helpful resources to consider using in your Syllabus KCCDLC helpful resource links <http://goo.gl/k8guC>

**STOP HERE**

**Ed Coll**

Distance Learning Coordinator/ KCCDLC Chair

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**Hours:** 8am-4:30pm M,T,W,F & 11am-7pm TH