

Distance Education

At RHC, distance education primarily consists of courses that employ the Internet. Rio Hondo's Virtual College currently offers a wide array of courses that may be taken either partially online ("hybrid") or fully online. In order for a course to be offered by any mode of distance education, the course must first exist, be current (updated within the last 5 years), have a SLO assessment and rubric plan on file, and then it must undergo a separate approval process for delivery via distance education. Any change in the mode of course delivery requires Curriculum approval. Thus, any time that a portion of the course time is being spent online, this must first be approved by the Curriculum Committee. Note that approval is for the delivery of a course as depicted in a course outline and the additional required documents, not course delivery by a given instructor. Thus, once a course has been approved to be offered online, any other qualified instructor may be assigned to teach the course. Note that this does not imply that instructors are to "give" courses to one another. Just as each instructor creates their own course in the classroom, so be it for the online environment.

There are a number of things that must be noted about the approval process for distance education courses. Such alterations in the mode of course delivery need to be approved by the respective Division. This approval should appear in the minutes for a Division meeting and should be submitted along with the two forms that follow. Note also that once a course has been approved as an online course (i.e., 100% online), additional approval is not needed for other variations in this format (i.e., < 100% online).

When responding to the questions in the Course Outline Addendum for DE courses, be sure to answer each question completely. Details should be provided, for example, as to how quickly students can expect responses to questions. See the sample course provided in the appendix for additional details.

To ensure compliance with Section 508 and other applicable ADA legislation, distance education course proposals require a signed form from the DSP&S office. Originators should make an appointment with Suzanne Fredrickson to allow review of the online course. This form needs to be submitted with your online course proposal.