

[Please Review Materials on Distance Education policies before proceeding.](#)

## **1. Verify how course content objectives will be achieved in the distance education modality**

*“As the course outline of record is the basis of articulation, it is imperative that all sections of a given course achieve the same objectives regardless of instructional modality.” Source: pg. 60*

*Preparing Accessable Course Materials -*

- [Accessibility strategies for instruction](#)
- [Captioning procedure](#)

[See Best Practices Strategies to Promote Academic Integrity for Online Education](#)

## **Methods of Instruction**

Course management system (CMS) discussion boards

Instructor developed web pages

Converted power point presentations

Digital video clips

Graphics (digital charts, diagrams, photos, images, annotated screen shots)

Digital animations
Web quests
Online reference resources
Chat
Email
Publisher Prepared online materials
Course cartridge materials
CD/DVD support materials
Instructor web site
Online library resources
Text book supplements
Other

Other Methods of Instruction

## 2.Regular Effective Contact between instructor and student

“Local policies should establish and monitor minimum standards of regular effective contact.”

Please explain how you will meet regular effective contact.” (Read [2008 Distance Education Guidelines](#) pgs. 6 & 7)

Give specific examples of type and frequency of interaction appropriate to each DE course/section.

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**3. Is the distance education methodology effective for the specified class size?**

Note : The first time this course is offered, class size may be limited to 30 students.

If the class size differs from the face to face section, please give justification for the change.

**4. Are the methods of evaluation suitable to address the course objectives, methods of instruction and delivery?**

See *Best Practices Strategies to Promote Academic Integrity for Online Education*

WCET - [http://wiche.edu/attachment\\_library/Student\\_Authentication/BestPractices.pdf](http://wiche.edu/attachment_library/Student_Authentication/BestPractices.pdf)

Please explain.

**5. Describe a sample assignment that you will use in your distance education course.**

(you can use the same assignment from your face to face course if it is appropriate for distance education delivery)

**6. What additional software/ materials are required for the delivery of this course? And are they specified on the course of study outline?**

Please respond.

**7. What training has prepared you to develop and teach this course effectively?**

“Faculty need to receive appropriate training in order to ensure that they understand what constitutes accessibility, and institutions must provide faculty with both the necessary training and resources to ensure accessibility.” (Title 5, 55200)