

Definitions for DE Courses

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT (SMCCCD)

DEFINITIONS FOR COURSE DELIVERY MODES

DISTANCE EDUCATION COURSES

Online course	A course where the instructor and student are separated by distance for the entire course and can interact exclusively (100%) through the assistance of communication technology. The course is conducted through a class website, which may include multimedia material and links to other online resources. Students interact with the instructor and other students through posted class discussions, direct individual communication and assignments (which may include group work). Testing may be done online, via proctoring arrangements, or other means. Instructors require no mandatory on-campus meetings. If an instructor wishes to incorporate on-campus meetings into the course, the instructor must also provide for alternative distance education means of student participation.
Hybrid course	A course that substitutes 51% to 99% of face-to-face instructional hours with online work. The course may have some regularly scheduled on-campus meetings without alternative distance education means of student participation.

DEFINITION OF SMCCCD WEB-ASSISTED COURSES

Web-assisted course	A course that is designed to include a certain number of instructional contact hours (but fewer than 51%) through distance education, including TBA. This course must undergo a separate approval process by the curriculum committee, just as online and hybrid courses do.
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DEFINITION OF SMCCCD FACE-TO-FACE COURSES

Face-to-face course	No face-to-face instructional time is replaced by the distance mode. However, course materials may be made available to students at least in part online, and the learning support and office hours may be provided at least in part online. This course does not require separate approval by the curriculum committee.
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55206. Separate Course Approval

If any portion of the instruction in a proposed or existing course or course section is designed to be provided through distance education in lieu of face-to-face interaction between instructor and student, the course shall be separately reviewed and approved according to the district's adopted course approval procedures.

Distance Education Guidelines, 2008 Omnibus Version, Chancellor's Office, California Community Colleges, Academic Affairs Division, Instructional Programs and Services, p. 7.

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