COURSE DISTANCE EDUCATION ADDENDUM
Merritt College
LIS 085

Each proposed or existing course, if delivered by distance education, shall be separately reviewed and approved by the Curriculum Committee prior to being offered (Education Code Â§55378).

The Board of Governors (BOG) and the Peralta Community College District have defined a distance education course. A distance education course/section or session is defined as the use of technology utilized 51 percent or more of the time to deliver instruction during the course term and where the student and instructor are separated by distance. Furthermore, distance education courses may then be considered a virtual equivalent to a class-room-based course (California Community Colleges Distance Education Regulations and Guidelines).

1. **Delivery Methods**

   100% Internet-based
   51% or more online
   less than 51% online

   Recommended Maximum Student Enrollment

   The college curriculum committee recommends a maximum student enrollment of 40 students for this Distance Education course.

2. **Need/Justification**

   Allows flexibility to take courses while still having time for your job, your family and your lifestyle.

3. **Do the following sections of the Course Outline of Record differ by offering this course via distance education?**

Student Performance Objectives	NO
Assignments	YES
Assessment	NO

   Explanation for any "Yes" answers.

   Assignments are submitted online versus in a physical classroom. Oral presentations will be presented via student forums.

4. **Technical Issues**

   Equipment required: ***a computer ***a printer ***Internet access ***a web browser ***a word processing program- e.g. Microsoft Word ***Adobe Acrobat reader Contigency plans: Locate another computer at a public library or any other place.

5. **Accommodations for Students with Disabilities**

Will this course, as designed, accommodate students with disabilities?	YES

6. **Additional Resources**

Are additional resources or clerical support needed or anticipated?	NO

7. **Distance Ed-Instructor-Student Contact**

   Announcements/Bulletin Boards - weekly, or as necessary

   Chat Rooms - Once a week or as necessary

Discussion Boards - Once a week or as necessary

Email Communication - As requested by student

FAQ - Posted at beginning of semester.

Resource Links - Posted at beginning of semester and more added as necessary during the semester.

Scheduled Face-to-Face Meetings - 0-3 meetings as needed

Telephone - As requested by student.

Other (explain) - None