

Distance Learning Committee Recommendation – Anticipating “triggers” for Substantive Change Proposal

Rationale/Background:

The Accrediting Commission for Community and Junior Colleges (ACCJC) requires an Institution to request prior approval to offer new or updated degrees and certificates which students could complete with more than 50% of the courses as distance learning courses.

Currently, there is no procedure in place to monitor changes to certificates and degrees as the approval of new distance learning courses “trigger” the “50% or more DL” threshold. In the fall of 2013, the Curriculum and Instruction Council (C & I) requested that the Distance Learning Committee (DLC) develop a plan to monitor this “trigger” because DLC reviews and recommends for approval all distance learning courses.

Recommendation:

When a new course is presented to the Distance Learning Committee for review and recommendation, the faculty developer of the course along with the Distance Learning Coordinator will verify what certificates and/or degrees include the proposed DL course. The Distance Learning Coordinator will determine if this course will push the certificate or degree to the 50% trigger, where at least 50% of the total units in the certificate or degree could be taken via distance learning courses.

If this course will push a certificate or degree over the 50% trigger:

- The Faculty Developer will inform his/her department of the need for the College to submit a Substantive Change proposal, so that the department will be aware that there is a delay in getting the course approved for DL delivery.
- The DL Amendment Form will be reviewed and once approved, be held by the Distance Learning Faculty Coordinator and Library and Learning Resources (LLR) Division Office until ACCJC approves a Substantive Change Proposal. The Commission establishes its meeting schedule for reviewing Substantive Change Proposals, which is now three meetings per year.
- The DL Coordinator will work with LLR Division Office in tracking the courses that are waiting for approval by the ACCJC. This is to ensure there is an institutional entity that is keeping track of courses/certificates/degrees for preparation of Substantive Change Proposals for Distance Education.
- Once ACCJC approves the Substantive Change Proposal, the faculty developer of the DL Amendment Form will be informed to pick up the printed copy of the DL Amendment form. The Distance Learning Coordinator will inform the EDC that both the DL Amendment form and the Substantive Change Form proposal have been approved.
- The DL Amendment Form then follows the normal path to approval.

Flowchart of the Process:

DL Amendment Form is submitted to Distance Learning Coordinator	
DL Coordinator checks for Substantive Change Triggers	
If NO triggers	If YES to triggers
Course is reviewed by DLC	Course is reviewed by DLC
	Faculty Developer is informed that a Substantive Change form will be required
	Substantive Change Form Proposal is created and submitted to ACCJC for review in one of their 3 annual meetings
	Once Substantive Change Form Proposal has been reviewed and approved by ACCJC:
DL Coordinator sends a PDF copy of approved form to EDC for their review	
Printed copy of the approved DL Amendment Form is returned to DL Developer	
DL Developer's Department reviews and approves DL Amendment Form (minutes reflect this approval)	
DL Developer's Division reviews and approved DL Amendment Form	
DL Developer gives printed copy of DL Amendment Form to EDC – DL modification changes will be added to the EDC queue for review and approval	
Academic Senate approves DL Amendment changes	