SUBSTANTIVE CHANGE PROPOSAL

Change in Mode of Delivery

City College of San Francisco
50 Phelan Avenue
San Francisco, California 94112

Submitted to

The Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges

Submitted by

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The determination to develop distance education modes of courses originates at the department level. Before a course is taught online, the instructor receives training in online pedagogy and the course is reviewed by two participatory governance committees.

B. E xtended description of the program

All programs that are proposed to be offered via Distance Education are also offered through the face-to-face mode of instruction. There are no differences in the general education, major, or graduation requirements between the distance education and traditional versions of any program. The schedule of courses offered via distance education is developed at the same time that the

Behavioral Sciences, Humanities, US History and Government, Health Knowledge and Physical Skills, and Mathematics.

- The other General Education pattern is used for the Associate in Science for Transfer and the Associate in Arts for Transfer degrees. Students completing those degrees must complete either the California State University General Education (CSU GE) pattern or the Intersegmental General Education Transfer Curriculum (IGETC) pattern.

Appendix A contains details on the list of programs offered in a distance education format.

C. Description of the Planning Process

1. Relationship to Institution's Planning, Evaluation, and Mission

The expansion of distance education offerings improves access to the College's education programs, in particular the following programs cited in the College's Mission Statement (01):

Transfer to baccalaureate institutions

Achievement of Associate Degrees in Arts and Sciences

Acquisition of Certificates and career skills needed for success in the workplace

Expanding distance education opportunities is also consistent with the College's Vision Statement (02), which states that we are "Reaching out to and including all populations".

Finally, the appropriate expansion of distance education offerings is called out in the College's Strategic Plan (03), as a way to accommodate students who are unable to attend classes where they are offered.

2. Assessment of Needs and Resources

From 1995 to 2000, City College of San Francisco was a recipient of a Title III grant, one activity being "Increasing Student Success with Education Technology." Over 60 faculty participated in this grant. As a result of this success, the College lt (lt o) (e4 (c)4ar)]TJ is 2 (s)-1 (t)e/te2 (th)u

- Appropriate measures are in place to ensure the academic integrity of students enrolled in distance education courses.

Faculty members developing a distance education version of a course develop the Distance Education Addendum during this development process. The Distance Education Coordinator reviews the Distance Education Addendum prior to submission to the Curriculum Committee.

In addition to establishing procedures for the selection of courses for distance education and reviewing applications from course developers, the Distance Learning Advisory Committee provides a mechanism for representatives from Academic Affairs, Student Services and Information Technology Services to collaborate on the best ways to serve students engaged in distance education. The DLAC also recommends policies related to distance education instruction, especially in response to changes in state and federal regulations. For example, in early 2013 the DLAC reviewed and recommended to the Curriculum Committee the policy Regular Effective Contact for Distance Learning Courses.

Beyond the Distance Education Coordinator, the DLAC, and the Curriculum Committee, the San Francisco Community College District and the administration further support planning and implementation of distance education. In 2011, the College created the Educational Technology Department, combining the areas of distance education

l. Student employment. Students enrolled in distance education courses who wish to seek on-campus employment use the College's Student Hiring Eligibility Process (20). Information about this process is available online, and the College operates an online job