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## Distance Education

**RELATED LINKS:**

- [Distance Education Committee Website](#)
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The Santa Monica College Distance Education Program offers faculty members a unique approach to online teaching, innovation in class conversion, and effective non-traditional teaching and learning concepts. The process to submit a proposal involves the following steps.

**1. Initial Steps**

A. Discuss with the department chairs and other faculty and make possible modification to the course, given its method of delivery. The course objectives and content remain the same for traditional and distance education delivery.

B. Contact Associate Dean of Distance Education to determine college support, methods and components of delivery and resources available.

C. Review the course outline of record for proposed class and determine what changes will need to be made to offer it via distance education.

**2. Secondary Steps**

Complete the Distance Education Review and Approval Checklist, the Distance Education Course Outline of Record highlighting in bold the changes and/or modifications made to the course being submitted as a Distance Education course, and the Distance Education Narrative which is used to describe course expectations. Discuss with the department chair and ask for support of the course proposal, ideally in a department meeting and record the department vote. Department support, confirmed by the signature of the department chair, is required by the Curriculum Committee.

**3. Final Steps**

**Send the Curriculum Committee the following paperwork:**

A. A statement of the department vote of support with the signature of the department chair.

B. Completed Distance Education Review and Approval Checklist

C. A copy of the course outline of record for the proposed course to be taught via distance education. (This form must be completed and submitted electronically to the Curriculum Committee Secretary on a floppy disk or via email.)

D. Completed Distance Education Narrative. (This form must be completed and submitted electronically to the Curriculum Committee Secretary on a floppy disk or via email.)

**Note:** Your submission will include both the original Course Outline of Record and the revised Distance Education Course Outline.

