

# SRJC Plan for Obtaining Local Approval for Distance Education Course Delivery

May 2020

[Executive Order ES20-12](#) Requires the following:

A plan for obtaining local approval for **all** courses included in the submitted addendum by December 30, 2020. The plan should include, at minimum, a summary of the local approval process (including the committees involved) the frequency or intended frequency of the committee meetings needed to complete the plan, and a schedule for the number of courses that will be approved monthly. Please save the plan as a Word document or pdf using the naming convention "College\_LocalApprovalPlan\_Term2020"

## Local Approval Process

SRJC has developed two options for obtaining local approval for teaching a course in a distance education format. We have a [standard approval process](#) for adding DE Addenda to CORs.

The following is the process to approve DE Addenda for use in emergencies only.

Review and approval of the Emergency Distance Education (DE) Addendum form and approval process will involve Academic Senate, Curriculum Review Committee (CRC), Department Chair Council (DCC), DE Reviewers, and the All Faculty Association (AFA).

1. CRC will have a review training from the current DE reviewers
2. Department chair (or faculty member(s) within a department) will complete Emergency DE Addendum. Form allows for both single course and multiple course approval within a discipline.
  - a. CRC representatives provide support for completing the form for departments within their Cluster Tech Review Committee (CTRC).
3. Completed forms are directly routed to the curriculum office via the department chair. Department chairs will sign via e-mail.
4. For each Emergency DE Addendum, the steps below will be used for approval:
  - a. CRC members will be assigned a set of courses to review before each CRC meeting.
  - b. As CRC members review Emergency DE Addenda, they will be added as a consent item for a CRC meeting. Any courses with questions that cannot be resolved will become action items at a future CRC meeting.
5. The Emergency DE Addendum will be attached to the COR.

## Planned Frequency of Meetings

1. CRC will continue with its regular meeting schedule, which is to meet from 3:15-5:15 on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month.
2. Emergency meetings will be arranged on an as-needed basis.
3. Cluster Tech Review teams will maintain their respective meeting schedules.
4. CRC representatives are available to work over the summer.
  - a. If we don't maintain a quorum over the summer, approvals will be held until Fall 2020.

## Schedule for Monthly Course Approval

SRJC has approximately 8 CRC meetings per semester. SRJC has approximately 1,500 courses that do not have an approved DE Addendum. As not all courses are scheduled each term the

number of courses to be dealt with each CRC meeting will vary but could be as many as 200 courses per meeting. See attached spreadsheet for course offerings in the current term that need an DE Addendum.

- a. If we are unable to complete all courses by the end of the fall semester, the District will reach out to the CCCCO and request an extension.
- b. We will prioritize courses normally offered each term.

DRAFT