Chabot College

**Online Course Proposal Form**

Spring 2013

**Course Title & Number: Introduction to Microsoft Access, CAS 58**

**Faculty Name: Wayne Phillips**

**Course Delivery Method (check one):**

**⁫ Online (all instruction is online)**

**X Hybridonline (instruction occurs both online and on campus)**

**⁫ Other (please describe)**

**First Semester To Be Offered: Fall 2013**

1. ***Preliminary* Input from Colleagues and Administrators**

As you develop your proposal and *consider* your course, please consult with your division and do some background research, including the following:

**⁫ a.** *Consult Online Learning Support staff (*[*bbhelp@chabotcollege.edu*](mailto:bbhelp@chabotcollege.edu)*) for Blackboard resources/training and information on this proposal/approval process.* **Date(s) completed:**

**⁫ b.** Review similar courses. Are similar courses offered online at other

colleges? If so, **note the college(s).**

⁫ **c**. Meet with your Division Dean and subdivision colleagues to secure *preliminary*

support for offering this course *in online/hybrid format*. **Date completed: 2/14/13**

1. **Develop Proposal And Consult With Colleagues:**

⁫**a**. Consult with other faculty experienced in DE.**With whom did you consult? Mary Dermody, 2/14/13, approved of offering CAS 58 hybrid**

**Attach a separate page*listing the meeting dates and a summary of your discussion.***

**⁫ b.** Review your *completed*proposal with your subdivision colleagues. **Attach a separatepage** listing attendees, meeting date, and a summary of the recommendations or reservations of your division/subdivision.

**3. Student Benefits**

* How will this course meet student needs? Are there learning opportunities made possible in an online or hybrid online course that might not be available in a traditional course?   
  **This hybrid course section is being offered in response to the Business department’s request. CAS 58 is required for many Business certificates, and the evening/hybrid schedule accommodates the schedules of their students.**
* If this course has previously been offered at Chabot using this delivery method, what have you learned from prior instructors that will influence your instruction in this course?  
  **CAS 58 has been offered F2F and online. Due to the highly detailed subject matter, it is very difficult to support student needs without F2F contact. The hybrid format is a compromise between scheduling flexibility and student-teacher interactivity.**

**4. Course Content Delivery**

* The total number of contact hours in your course should approximate the equivalent number of hours required in an on-campus setting. For example, a 3-unit course typically meets on campus for 54 contact hours of instruction, assessment, discussion, and group activities. In the Carnegie unit system, students are also expected to invest two hours “outside of class” for every hour in class on reading, studying, preparing assignments, and other homework; these additional hours are not considered to be “contact hours”. Account for the contact hours in your proposal ***in a clear, detailed and specific way***. (*PLEASE NOTE: For a more detailed explanation of “contact hours”, be sure to see the Addendum attached to this form.)***The hybrid format will split the lecture hours (2 units) between online and F2F, 18 contact hours each. The one-unit lab will consist of 36 hours of online activities.   
  The online lecture hours will consist of:  
  Interactive tutorials on MyITlab 12 hours  
  Chapter quizzes: 3 hours  
  Online Discussion Board participation 3 hours  
  The online lab hours will consist of:  
  Interactive project assignments on MyITlab 36 hours**
* What percentage of the course will be on-campus, if any? What percentage of the course will consist of online lecture *(text, presentations, podcasts, video), class discussions (discussion board forums), group projects (blogs, journals), online resources (Publisher content/websites*, *coursecartridges/packages), assignments, student research, reading, writing, & assessments?****Please be sure to list each of your contact hour/instructional activities and indicate how these will be delivered throughout the course and the amount of hours or percentage that they will entail.*The in-class lecture hours will consist of:  
  Lecture 9 hours 25%  
  Class Q & A and discussion 3 hours 8%  
  Directed problem-solving tasks 6 hours 17%  
    
  The online lecture hours will consist of:  
  Interactive tutorials on MyITlab 12 hours 34%  
  Chapter quizzes: 3 hours 8%  
  Online Discussion Board participation 3 hours 8%  
    
  The online lab hours will consist of:  
  Interactive project assignments on MyITlab 36 hours 100% of lab**
* Will any portion of your course be synchronous, requiring students to be online at the same time? If so, describe those activities, and how you will provide flexibility for students who may be unable to participate at any given time.  
  **The online activities are all asynchronous (with periodic due dates and progress requirements). The in-class meetings, 2 hours every other week, are synchronous.**

**5. Nature and Frequency of Instructor-Student Interactions**

* How and how frequently will you interact with your students? This should include interactions with the entire class, providing feedback on assignments, and interventions when students are at-risk of dropping or failing due to poor performance or participation.  
  **The in-class meetings allow for direct F2F contact every other week. Between the in-class meetings the instructor-student contact will be through Blackboard discussion boards and through email. Phone support during office hours will be a secondary means of contact.**
* For each type of interaction, describe why you believe it will be effective for this particular course.   
  **Due to the detailed nature of the activities, and the inability to proceed with a projectresulting from a small error in a previous step, the most effective path for resolving these issues is direct live contact with the instructor. The F2F Q & A and discussion will provide this critical contact. Email and online discussion boards provide additional general assistance and support with the interactive online activities.**

**6. Nature and Frequency of Student-Student Interactions**

* Describe opportunities in your course for student to student interaction. This may include discussions, group projects, peer review of assignments, and other approaches. Consider how students interact in this course when taught on campus; how can you build this type of learning community online?  
  **Students can share questions and issues on the online discussion boards, with threads set up for each of the chapter assignments. Since students will work at varying paces, the discussion threads provide a lasting record of issues. Students may also interact in class, and continue discussions online between class meetings.**

**7. Assessment of Student Learning**

* How will you assess learning in this course? Given the nature of online courses, how does your assessment plan ensure a level of academic integrity with which you’re comfortable?    
  **The activities and assessments in MyITlab include authentication protocols to flag any copying of student work. The final exam will be in-class.**
* Describe how your assessment plan is consistent with your stated goals in the student benefits and student-student interactions sections of your proposal. How will you provide feedback to students?  
  **MyITlab provides instant grading of quizzes and assignments. The instructor will provide clarification and disputed grade resolution through email and office hours.**

**8. Technology**

* Describe any software or multimedia tools you plan to utilize in your course: *PowerPoint (with or without audio),Publisher content/websites*, Course *Cartridges/Packages*, Camtasia, *Jing*, *Dragon Naturally Speaking*, Flash, *Audio (including Audacity and podcasts)*,*YouTube/EduStream/Web-based videos*, etc.). This is helpful to determine technology support needs. ***Please be specific in listing the technological tools you intend to use for your online or hybrid course***.  
  **MyITlab, as the student online interface and as a live in-class demonstration tool, is the primary technology used in the course. In addition, PowerPoint presentations and Access demonstrations will be used in the in-class lectures and discussions.**

**9. Accommodations for Students with Disabilities**

* Is any required video close-captioned? Is there any required audio accompanied by a transcript? If you plan to use any multimedia (video, audio, publisher sites specialized software), is that accessible to your students in terms of both software availability at home and on campus and accessible for students with disabilities? Have you provided alt-tags for your key images used in your course? Please *contact* the *Chabot* DSRC *(Disabled Students Resource Center-http://www.chabotcollege.edu/DSRC/)* if you need help in ensuring accessibility for your students.  
  **Accessibility issues in MyITlab are handled by the publisher, Pearson. PowerPoint presentations will be available on Blackboard.**

**10. Submit your proposal (electronic version via email and hard copy via campus mail)**

**to the chair of the Committee on Online Learning.**

Faculty signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Division Dean signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Online/Hybrid Proposal Form Addendum:**

**Committee On Online Learning/Chabot College**

**What are Actual Contact Hours?**

*The total number of contact hours in your course should approximate the equivalent number of hours required in an on-campus setting. For example, a 3-unit course typically meets on campus for 54 contact hours of instruction, assessment, discussion, and group activities, (Note: Instructional Hours are 50 minutes long). In the Carnegie unit system, students are also expected to invest two hours “outside of class” for every hour in class on reading, studying, preparing assignments, and other homework; these additional hours are not considered to be “contact hours”. Thus, you will need to account for the actual contact hours in your proposal.*

In accounting for contact hours an instructor needs to consider how each hour will be dispersed throughout each week of his/her online or hybrid course. In addition, students should be expected to spend two preparatory hours “outside of class” per every contact hour.

*The following chart illustrates some sample activities for an online class*. *These are suggestions and each instructor would use whichever activities, best suited to the type of course and discipline being offered:*

|  |
| --- |
| **Contact Hour or “In-class” Activities** |
| Read lectures/ content |
| Participate in Discussion Board Forums |
| Assessments – quizzes, tests, surveys |
| Presentations From the Instructor |
| View multimedia content |
| Group Problem Solving |
| Transformative Learning Activities in class: Responding to other learners in regard to certain questions that challenge a learner’s perspective on key issues in the course materials. |
| Reading another Student’s Blog |
| Posting feedback, Reading student posts, and Peer Reviewing other Student’s papers on the discussion board or group forum. |
| Group Projects that include multiple posts to each group member within their designated group forum space. |
| “In class” reading of short texts, scenarios or quick discussion questions. |
| Reading another student’s presentation. (This would be the equivalent of listening and viewing a student presentation in a face-to-face class.) |
| Constructivist Assignments that target real-life applications for class discussion on the Discussion Board. |

Therefore, in preparing the online or hybrid proposal an instructor will need to explain how each instructional hour will be implemented throughout each week of his/her online or hybrid course. This can be done using percentages or actual hourly increments. For example an instructor may determine that 25 percent of his/her course will offer lectures and presentations, (13.5 contact hours), while another 25 percent of the contact hours will be used in constructivist assignments or *asynchronistic* discussion and peer responses, (13.5 contact hours). These are the same kinds of methods of instructional contact that are often used in a face-to-face class.

However, there are certain learning activities that may not meet the criteria of actual “contact hours”.

***This chart reflects instructional, preparatory “outside of class” activities that in some cases would not necessarily be considered actual contact hours.***

|  |
| --- |
| **Preparatory or “Outside of Class” Activities** |
| Read Textbooks |
| Research |
| Preparing assignments |
| Viewing an internet site for one’s own research purposes. |
| Individual Reflective Writing |
| Journaling |
| Writing /Composing a Blog |
| Analyzing another student’s ideas individually. |
| Using a WIKI for posting ideas to other class members in preparation for a Group Project. |
| Outside reading of additional texts pertaining to the course subject matter as homework preparation. |
| Preparing an individual class presentation. |
| Reviewing class notes. |

In summary, “contact hours” are usually those segments of instructional time where the student is actively engaged in learning activities and would reflect the same type of instruction implemented in a traditional face-to-face classroom. Therefore, instructors are encouraged to offer a clear breakdown of “contact hours” in the section of the proposal entitled, “Course Content Delivery”.