Online/Hybrid Course Proposal

Committee On Online Learning (COOL), Chabot College

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Faculty, Course, & Delivery Format Information	
Faculty Name: Sadie Ashraf Current Faculty Status for Online Teaching/Proposal Approval at Chabot College (Fast Track or New): FAST TRACK - I have received approval from the COOL in the past to teach a Chabot College course in online or hybrid delivery. Date of Initial Proposal Submission: 10/16/2015	Course: PSCN 13, Multicultural Issues in Counseling Units: 3 Delivery Method: Hybrid (partially taught online and partially taught in-person) (70% online) First Semester To Be Offered: Spring 2016

Need/Justification/Benefits to Students
How will the online/hybrid delivery of this course meet student needs? Allows more access; hybrid will allow students to come on campus when necessary for specific interactive class activities and group processing while still allowing use of blackboard for lecture materials and off campus continuation of discussions and questions via the discussion board.
Are there learning opportunities made possible in an online or hybrid online course that might not be available in a traditional course? Allows students to utilize communication skills both in person and online and interpersonal communication is a key topic of this course; allows students to share in a non-confrontational, non judgmental space about their experience with understanding the impact of others' cultures; communication across diversity with added element of communication modalities adds for meaningful conversation about interpretation, judgments, misunderstandings, etiquette, styles, tone, etc.

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Preliminary Research and Input from Colleagues Colleagues and Administrators
I have consulted with my Division Dean and subdivision colleagues to secure preliminary support for offering this course in online/hybrid format., I have reviewed online teaching resources & tools at http://www.chabotcollege.edu/cws/onlineteaching/ (includes resources for Blackboard)., I have reviewed "What Distance Education Instructors Need to Know About Library Services" at http://www.chabotcollege.edu/library/ServicesforDE.asp.

Develop Proposal and Consult with Colleagues
Consult with faculty who are experienced teaching in online/hybrid delivery,and if required, review your completed proposal with subdivision colleagues to secure preliminary support for offering this course in online/hybrid format. Comments, feedback & recommendations provided by colleagues: Textbook recommendations; also sharing of ideas of what would best to approach in the classroom (such as case studies or discussion after showing a video and group presentations) and what areas to have online (lecture material, use of discussion board that supports what we've covered in person and allows students to additionally comment or raise questions or share personal experiences that many students may feel more comfortable sharing online). Name(s) of faculty with whom you consulted: Felicia Tripp, Michael D' Aloisio (I also plan to discuss with Laura Alarcon who presently teaches PSCN 13 online but at the time of this proposal submission have not yet done so)

Course Content Delivery - Contact Hour or "In-Class" Activities
Contact hours are 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. For example, a 3-unit course typically meets on campus for 54 contact hours of instruction, assessment, discussion and group activities. Explain how the instructional contact hours will be implemented for each week of instruction. Please list and describe each activity as well as the contact hours for each activity (you may not use all fields). More explanation regarding contact hours can be found at http://www.chabotcollege.edu/cool/contacthours/ and examples of proposals submitted by faculty can be viewed at http://www.chabotcollege.edu/cool/proposals/default.asp.

Delivery Mode	Activity and Description	Contact Hours

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online	read lectures/watch videos	16 hours per semester
online	participate in discussion board forum (respond to discussion forum thread plus comment or ask question to peer per forum)	16 hours per semester
online	Online assessments/ tests/quizzes	4 hours per semester
online		
online		
in-person	(8 meetings for approximately 2 hours each) First meeting will be an introduction to the class and setting up groups for required research paper and group presentation (2 hours);	16 hours per semester
in-person	Library Orientation and library research on required research paper and presentation	2
TOTAL CONTACT HOURS:		54

Course Content Delivery - Preparatory or "Outside of Class" (Homework) Activities
(Note: These are NOT part of Contact Hours)
journal/ self-reflection assignments; reading; preparing for presentation including research

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Nature and Frequency of Student-Instructor Interactions
Describe the nature & frequency of how you will interact with the entire class and individual students, especially in terms of providing feedback on assignments, interventions when students are at risk of dropping or failing.   In the discussion board I will create a discussion board forum called Questions for Ms. Sadie where students throughout the semester can send general questions about the class that other students might also be wondering about and I respond. I have a 3 day working

response policy which I inform students on the syllabus. For questions that are more personal/individual I post my email address on the syllabus. I also utilize the announcements to communicate assignment updates, reminders about due dates, withdrawal dates, campus events etc. I utilize the student email list to contact students who are risk of failing. If students have not logged in by the date I need to submit my census rooster, I drop them.

Nature and Frequency of Student-Student Interactions

Describe opportunities in your course for student-to-student interaction, such as discussions, group projects, peer review, and how you will build a collaborative, student-centered environment.

 Group project, peer review, discussion board will be the methods to create student interaction. Also this being a hybrid course will allow further support to build upon the collaboration.

Assessment of Student Learning & Academic Integrity

List and describe the methods of assessments you will use to assess learning in this course.

quizzes and exams

Describe the strategies you plan to use to promote academic integrity in your course.

my course syllabus has a section on academic integrity as well as online etiquette. A large amount of this course is personal and interpersonal so one's self reflection and sharing of experiences is their own. The extension of academic integrity that pertains to a class like this is around the areas of confidentiality.

Technology and Accessibility

Indicate the technology tools (software, web-based tools, etc.) you plan to use in your course (Examples provided include: Learning Management System (Blackboard), Presentations (examples: PowerPoint, Camtasia, etc.), Audio/Video (Examples: YouTube, 3CMedia, etc.), Web Conferencing (Example: CCCConfer), and Publisher Content (examples: Pearson, Cengage, etc.)

Learning Management System (Blackboard), Presentations (examples: PowerPoint, Camtasia, etc.), Audio/Video (Examples: YouTube, 3CMedia, etc.)

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For the technology tools you have listed above, please describe your plan for utilization in your course.

The course will be offered on Blackboard as well as some in person mandatory meetings (there will be a total of 8 in person meetings of which students must attend a minimum of 6); Powerpoint presentations will be required as part of student's group presentation which after presenting I will post on blackboard. YouTube and other videos to enhance learning will be used noting that they are closed captioned.

Accessibility/Accommodations for Students with Disabilities: All materials must be accessible to students with disabilities. During the development of your course, please make sure that videos are closed-captioning or a transcript is provided, audio is accompanied with a transcript, images include alternative/alt tags, detailed visuals include text descriptions, and tables are formatted to include row and column headers. For information and support for ensuring accessibility for your students (including captioning), please contact the Chabot Disabled Students Resource Center (DSRC).

I acknowledge and have read the above regarding accessibility/accommodations for students with disabilities.

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Verification of Content and Approval

FACULTY:

When you are ready to share your proposal with your Division Dean for review and approval (as well as division colleagues, if required), we suggest sharing/emailing a PDF copy of your proposal (instead of this "live" document) for ease of viewing and approval.

To download a PDF copy:

1. From the menu above, click **File**.
2. Select **Download as.**
3. Select **PDF Document (.pdf)**.

You can then attach the PDF copy to an email and send it to your Division Dean and/or colleagues (please let them know they need to "Open" the file, as the "Approve" button may not work in "Preview"). Please keep the PDF copy for your records. Approvals will be automatically recorded at the end of this "live" proposal document.

DIVISION DEAN:

In the COOL's continuous efforts to streamline the proposal process, you no longer need to save or email a copy of this proposal form to the COOL chairs.

Instead, please click on the "Approve" button/link below to be taken to a very short web form to indicate/verify your approval, which also sends a notification to the COOL Chairs.

The record of your approval will automatically be recorded at the end of this document for improved record-keeping on the COOL website. Thank you!

Approve

(Button not working? If clicking the "Approve" button does not open a web page, you may be viewing this document in "preview" mode - please close the preview, right-click the file, and click "Open").

Questions or issues? Please send an email to chabotcollegecool@gmail.com
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Record of Approval, Comments, & Feedback
A record of approval, & comments, & feedback will be automatically recorded directly below

Timestamp	11/5/2015 4:23:56 PM
Name:	ValJean Dale
Division/Department:	Counseling
Proposal you reviewed:	PSCN 13 by Sadie Ashraf

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Approval Selection	I approve this proposal as presented.
Comments (optional):	

Timestamp	11/12/2015 1:18:48 PM
Reviewer Role	COOL Review Team Member
Proposal Reviewed	PSCN 13 by Sadie Ashraf
Recommendations	There was a typo and it was indicated in the body of the document. Looks good otherwise.
Suggestions	

Timestamp	12/10/2015 8:01:23 PM
Reviewer Role	COOL Review Team Member
Proposal Reviewed	PSCN 13 by Sadie Ashraf
Recommendations	
Suggestions	

Timestamp	12/16/2015 4:18:28 PM
Reviewer Role	COOL Chair
Proposal Reviewed	PSCN 13 by Sadie Ashraf
Recommendations	COOL REVIEW TEAM FINAL OUTCOME: Recommend approval.
Suggestions	