

Distance Education Information Sheet

What is a Distance Education course?

A Distance Education (DE) course is defined as one in which student and instructor are separated by time and/or distance and interact through the assistance of technology. A DE course can be asynchronous, synchronous (Zoom), or hybrid.

New terminology for schedule of classes starting summer 2022

Asynchronous	Classes in which regular and effective contact between instructors and students happens through Canvas interactions NOT tied to specific days/times, for the number of hours outlined in the Course Outline of Record
Synchronous zoom	Classes in which regular and effective contact between instructors and students happens through Zoom interactions requiring specific days/times, to fulfill the hours outlined in the Course Outline of Record
Hybrid	Scheduled with a combination of on-campus and online components

What's the difference between Temporary (Emergency) and Permanent DE course approval?

Temporary DE course approval	A temporary approval to offer courses via distance education due to a declared state of emergency. On May 11 th , 2022 curriculum committee voted to extend temporary DE approvals thru the end of Spring 2023. <i>Courses that do not have permanent DE approval cannot be taught in ANY online modality beyond Spring 2023.</i>
Permanent DE course approval	Courses that have been formally approved by the Curriculum Committee to be offered via any online modality (i.e, asynchronous, synchronous zoom, hybrid) for Distance Education. If you would like to have permanent DE approval to offer a course via any online modality (i.e, asynchronous, synchronous zoom, hybrid), please follow the DE Request Steps outlined on the Curriculum Committee website. <i>As of now, only those courses approved for permanent DE by the Curriculum Committee will be eligible to be taught in any online modality (i.e, asynchronous, synchronous zoom, hybrid) beyond Spring 2023.</i>

What do I do if I want to continue teaching my course in any online modality (i.e, asynchronous, synchronous zoom, hybrid) beyond Spring 2023 and it is not approved as a permanent DE course?

Steps for permanent DE approval	START NOW! If you wish to teach your course in any online modality (i.e, asynchronous, synchronous zoom, hybrid) beyond spring 2023, it must go through the permanent DE approval process. To submit your course for the permanent DE approval process, you must: <ol style="list-style-type: none"> 1. Have at least four Canvas modules built out 2. Complete a DE request in CurriQunet ready for the first reading no later than October 12, 2022 (you are strongly encouraged to start ASAP) 3. Submit link to Canvas modules to the DE office (Grant Linsell glinsell@riohondo.edu) where you will be assigned a 508 (accessibility) compliance reviewer 4. Make any corrections noted by the 508 compliance reviewer. Once it's been approved, your course will be added to the curriculum agenda for a 2nd reading. This portion must be completed no later than mid-February in order to offer the course via any online modality beginning summer 2023.
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Do I need to be DE Certified to teach via any online modality?

If you teach a course that is	Do you need to be DE Certified?
In-person	No
Asynchronous	Yes
Synchronous (zoom)	Yes
Hybrid	Yes

All faculty teaching a distance education course (asynchronous, synchronous zoom, hybrid) must be DE certified. For opportunities to become DE certified, please connect with the Distance Education coordinator Jill Pfeifer jpfeifer@riohondo.edu