

Distance Education-Related Departmental Responsibilities Final Draft

Revised and approved at Academic Senate Spring 2022

Sacramento City College Academic Senate Departmental Responsibilities and Recommendations for Distance Education:

The Distance Education subcommittee of the Academic Senate has developed and regularly updates guidance for academic departments in order to provide distance education leadership to Departments. The goal of this guidance is to outline a Department's responsibility in making decisions about the extent to which their offerings will serve students adequately in the online environment. As noted in Title 5 section 53200 (c), faculty have important roles in educational program development, curriculum, and student success; this document is intended to clarify where department leadership and input is required concerning the distance education modality. This most recent revision of this document removes guidance regarding faculty workload and assignments due to recent updates to the LRCFT/ LRCCD Collective Bargaining Agreement (CBA).

Department faculty should:

- determine via local curriculum process which courses are appropriate for distance education
- recommend to the dean which courses and sections should be scheduled during what semester for distance education and via which DE modality
- determine via local curriculum process what percentage of on-ground instruction could be replaced with distance education for each of the courses
- consult with dean about or recommend to dean which program pathways can be appropriately delivered as fully online
- recommend to the dean suggestions for the improvement of support resources for the department's online students

(For information about how Instructors of sections delivered via distance education technology shall be selected, qualified, and scheduled, refer to the LRCFT/ LRCCD CBA, especially sections 4.4.2, 4.4.3, and 4.4.4).