The following are procedures for course selection and approval for each course delivered by telecourses in the Los Angeles Community College District's Instructional Television Program.

I. Standards for Approval of Telecourses

A. Course Quality Standards

The same standards of course quality shall be applied to telecourses as are applied to traditional classroom courses, in regard to the course quality judgments made pursuant to the requirements of Title 5, California Code of Regulations, sections 55002, 55372 and 55201.

B. Course Quality Determination

Determinations and judgments (Title 5, California Code of Regulations, 55374) about the quality of telecourses, under the course quality standards referred to in Title 5, California Code of Regulations, section 55372 shall be made with the full involvement of faculty in accordance with the provisions of Title 5, California Code of Regulations, section 53200.

C. Separate Course Approval

Title 5, California Code of Regulations, section 55378 requires that each proposed or existing course, if delivered by distance education (which includes telecourses), shall be separately reviewed and approved according to Administrative Regulation E-65. The telecourse shall be reviewed through the six year cyclical review process of Program Review pursuant to Title 5, California Code of Regulations, section 55201.
II. Telecourses Development

A. Course Outline of Record

In addition to the information required for all courses, the course outline for a telecourse shall include the following:

1. **Course Quality Standards.** The various review committees shall review the course to determine that the "Standards and Criteria for Courses and Classes" prescribed in Title 5, California Code of Regulations, section 55002 are met.

2. **Instructor Contact.** Pursuant to Title 5, California Code of Regulations, section 55376, the course outline shall indicate the type and minimum number of hours of student contact (e.g., telephone, written and other methods of contact).

3. **Instructional Materials.** The specific telecourse, text and other supplemental materials.

B. Course Development

The ITV Director shall contact the department chairperson from the appropriate discipline at each college who shall select a discipline representative for the college to serve as a member of the ITV District Discipline Review Committee. A quorum of the ITV District Discipline Review Committee shall consist of a minimum of three appointed discipline representatives from three separate colleges, or representatives from a majority of colleges where the discipline is offered, whichever is smaller. The ITV District Discipline Review Committee shall conduct a preliminary review of externally developed telecourse and material in order to identify a potential course that could be introduced under Title 5, California Code of Regulations, section 55370. The ITV District Discipline Review Committee must approve the course before it is submitted for the approval process.

The ITV District Discipline Review Committee shall review the course for the following:

1. **Course Quality Standards.** To ensure that the objectives and content of the course are adequately covered as specified in methods of instruction, course assignments, evaluation of student outcomes, and instructional materials, pursuant to Title 5, California Code of Regulations, sections 55372 and 55002.

2. **Equivalency.** If the proposed telecourse has the same number and title of an existing District course, the ITV District Discipline Review Committee shall make the final determination that the ITV course is equivalent to the standard course on the database.
III. Approval Process

A. The Curriculum Committee at the college where credit for the course will be granted shall review the course for the following:

1. **Course Quality Standards.** The curriculum committee shall review the course to determine that the "Standards and Criteria for Courses and Classes" prescribed in Title 5, California Code of Regulations, section 55002 are met.

2. **Prerequisites, corequisites and advisories.** The curriculum committee shall review validation of any prerequisites and corequisites to insure that they are in keeping with the Los Angeles Community College District Policy on Prerequisites, Corequisites and Advisories, and the approved prerequisites of the local college campus.

B. If the college curriculum committee approves the course, the college submits the course to the Instructional and Student Support Services Division which shall submit the course for approval in keeping with established District procedures outlined in LACCD Administrative Regulation E-65 – *Approval of Credit Courses: Standards and Procedures.*

If the college curriculum committee does not approve the course, the Instructional and Student Support Services Division may submit the course to another college curriculum committee, from which college credit for the course will be granted. The second college curriculum committee will then follow the process in III A above.

IV. Revisions

Adoption of a different externally developed telecourse to be used in place of an existing course requires separate approval as outlined in sections I-III above.

V. Approval of Procedures

The procedures described in this regulation may be reviewed, changed, or adjusted subject to the mutual agreement of the DAS and the Chancellor.