

City College of San Francisco  
Curriculum Committee  
**Definitions and Terminology for Distance Learning Courses**

Descriptor	CCSF Definition	Processing	Notes:
<b>Fully Online</b>	Course in which students work entirely without having to come to any college facility. Arranged proctored tests are available in this modality (students do not have to come to CCSF's Testing Center to take tests); orientations and/or face-to-face class meetings are optional. Synchronous activities are not required but if synchronous events are scheduled, they may be posted as required archives for asynchronous access.	Requires separate Curriculum Committee approval with Distance Education Addendum (DEA) and follows all quality measures as outlined in the Distance Education Guidelines (i.e., Regular Effective Contact).	Requires faculty readiness standards are met prior to online teaching via completion of District mandated training with the Educational Technology Department. If proctoring is required, it cannot be required that students come to campus. Rather, instructors must arrange for a proctoring location in collaboration with the student and the Educational Technology Department. Requires a DEA specific to fully online delivery.
<b>Hybrid (Partially online)</b>	Course in which distance learning is offered in lieu of face-to-face class time, in which both distance learning and face-to-face are formally scheduled. This designation is also given whenever students are required to come to a CCSF facility for any reason (testing, orientation, meetings, etc).	Requires separate Curriculum Committee approval with Distance Education Addendum (DEA) and follows all quality measures as outlined in the Distance Education Guidelines (i.e., Regular Effective Contact).	Requires faculty readiness standards are met prior to online teaching via completion of District mandated training with the Educational Technology Department. If students are required to come to a CCSF facility for any reason, the course is declared a hybrid course to notify students of this requirement. Requires a DEA specific to hybrid delivery.

**Note: Courses that use Insight to “tech-enhance” a face-to-face class DO NOT meet CCSF’s definition of distance learning.** Adapted from Mt Jacinto College.