

Appendix C: Methodology Used to Calculate Percent DE

Each certificate and degree consists of specifically-required courses and blocks of courses from which students must complete one or more. Degrees further consist of a general education package and, if units allow, additional elective credits.

The college followed a principle of maximum possible utilization of approved DE modalities to determine the percent DE used for this Proposal.

- Step 1** Obtain the most current extract of courses approved to be offered either online or as a hybrid of face-to-face and online instruction. All hybrid courses were assumed to be at least 50% online. Any course approved for online or hybrid methodologies was considered a DE course. This list is included in the report as Appendix N.
- Step 2** Create an Excel listing for each program at the college and cross-map all courses to the list of DE-approved courses.
- Step 3** Determine the total required units for each category and the total number of units in each category that could hypothetically be earned via DE-approved courses.
- Step 4** For *certificates*, the DE Percentage is the quotient of the two numbers from Step 3. This concludes the process for certificates.
- Step 5** As in steps 2 and 3, determine the total required units for each General Education pattern and the number of units that can be met through DE-approved coursework (displayed as Appendix D of this report)
- Step 6** Determine which GE pattern is required for each degree. AD-Ts require the CSU-GE. AA/AS degrees follow the local pattern.
- Step 7** Determine whether elective units remain after completion of major and GE requirements. If so, it is assumed that ALL electives can be fulfilled through DE-approved courses
- Step 8** For *degrees*, the DE percentage is obtained by the formula:

$$DE\ Percent = \frac{DE\ Major\ units + DE\ GE\ Units + Elective\ Units}{Major\ Units + GE\ Units + Elective\ Units}$$

The denominator of this quotient totals the 60 units required for an associate degree.

A summary of results of this process is included as Appendix E. The detailed calculations are included as Appendix F.