



VIDEO CLASS SEMINAR INFORMATION FALL 2015

This form may be distributed to video class instructors to complete and return to their Academic Department Assistant.

Video Class FACULTY: **Only videos produced by Palomar College Television will be available for use. A list of those videos accompanies this form.** Using the seminar guidelines provided, please complete the following information and return it to the Academic Department Assistant by the following date: _____

COURSE _____	DAY _____	TIME _____	ROOM _____
SELECT ONE:			
Seminar Dates are from Option A below: <input type="radio"/>			
Seminar Dates are from Option B below: <input type="radio"/>			
List the exact seminar dates from within the selected option, depending on the number of seminars required for this class: _____			

FACULTY SEMINAR GUIDELINES

Faculty must provide the seminar dates for Video classes. The following guidelines will help determine when video lessons are broadcast, so that seminars can be appropriately scheduled.

- Video lessons are broadcast on holidays.
- The first week's lessons **will repair the second week.**
- Two VIDEO classes will be scheduled in the same room wherever possible and will generally share their room during the weeknights.
- If your department/program is offering more than one VIDEO class with seminar meetings held on the same day of the week, please schedule them on alternate dates and in the same room wherever possible.
- **Schedule the last seminar using the guidelines listed below:**
 - After November 23, for classes with 24-26 video lessons
 - After December 4, for classes with 30 video lessons
 - After November 23, for classes with 36 video lessons
- Faculty should first select either **Option A** or **Option B** for their seminar dates. Next, select the exact dates from **within that option** depending on the number of seminars needed for the class. For example, if the class usually has 6 seminar meetings on Tuesday evening, and if Option A is selected, the faculty member would select 6 seminar dates from among those listed for Option A for Tuesday evening.

Monday evening seminars:

- Option A:** 8/17, 8/31, 9/21, 10/5, 10/19, 11/2, 11/16, 12/7
- Option B:** 8/24, 9/14, 9/28, 10/12, 10/26, 11/9, 11/30, 12/14

Tuesday evening seminars:

- Option A:** 8/18, 9/1, 9/15, 9/29, 10/13, 10/27, 11/10, 12/1, 12/15
- Option B:** 8/25, 9/8, 9/22, 10/6, 10/20, 11/3, 11/17, 12/8

Wednesday evening seminars:

- Option A:** 8/19, 9/2, 9/16, 9/30, 10/14, 10/28, 11/18, 12/9
- Option B:** 8/26, 9/9, 9/23, 10/7, 10/21, 11/4, 12/2, 12/16

Thursday evening seminars:

- Option A:** 8/20, 9/3, 9/17, 10/1, 10/15, 10/29, 11/12, 12/3
- Option B:** 8/27, 9/10, 9/24, 10/8, 10/22, 11/5, 11/19, 12/10

SATURDAY CLASSES: **Option A:** 8/22, 9/5, 9/19, 10/3, 10/17, 10/31, 11/14, 12/5
Option B: 8/29, 9/12, 9/26, 10/10, 10/24, 11/7, 11/21, 12/12

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Class entry instructions for Academic Department Assistant

- Verify that this course has been approved through curriculum to be offered as a Video class.
- Start Date of the class is the first date of the term in which the class is scheduled.
- End Date of the class is the date of the last seminar.
- Set Instruction Mode to 63.
- Add Attribute of ACCT and Attribute Value of I. If there is LAB component then value of L.
- Add Attribute of DIST and Attribute Value of 63.
- Add the following notes:
 - 60 This class includes video lectures. Lectures may be viewed online, on cable TV, and DVD. Class only meets on the dates listed below.
Video Series Entitled: _____
 - 171 Closed Captioned (**If applicable**)
CAMPUS MEETINGS ONLY ON:
(dates)
 - 52 Upon completion of registration, go to palomar-tv.com for broadcast schedule, textbook, and other course information.