



Distance Ed Addendum

How to build your DE Addendum for a Cañada
College course proposal



Course Distance Education

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Distance Ed Supplement

- New distance education supplement
- Revision to existing distance education supplement

Distance Education

- Distance education component was developed by an instructor with training in online pedagogy.

If so, describe your training:

"Faculty need to receive appropriate training in order to ensure they understand what constitutes accessibility and institutions must ensure faculty with both the necessary training and resources to ensure accessibility." (Title 5, 55200)

Method of Distance Education

- Online, Hybrid, Web Assisted Course; (If there are limitations to this course would be offered please explain below)
- Other Modes of Delivery (describe below)

Online Method Limitations

DE Training (checkbox): This box must be checked, it serves as the required assertion that your course was designed in consultation with faculty certified in online learning.

Consultations with the campus DE coordinator (Nick DeMello, demellon@smccd.edu) are available if certified faculty in your department are not available to consult.

DE Training (description): Mention specific training programs to demonstrate faculty designing and teaching this course have met district the requirement for a certificate in online teacher training—but add “or equivalent” to allow flexibility.

Do not mention faculty by name, this would limit the course to those faculty.

Suggested description “This course was designed in consultation with, and will be taught by, faculty who have received STOTs, @One, Cañada’s QOLT (Quality OnLine Training), Cañada’s QOTL (Quality Online Teaching & Learning) or equivalent certifications.”

DE Online Method Limitations: Limitations are defined as something that is not standard for an online class. Example: two way teleconferencing equipment.

For most courses this will be blank.

Course Content and Methodology

Department faculty have reviewed the course in the distance education mode for the following (you must certify all of the statements that are true with checkmarks):

- ✓ The objectives and content of the course are adequately covered by the methods of instruction, assignments, evaluation of student outcomes, and instructional materials.
- ✓ If this course is currently taught in a lecture mode, the department faculty have determined that the same objectives can be achieved in a distance learning mode.
- ✓ The instructional equipment and materials are sufficient.
- ✓ The preparation and training of faculty are sufficient.
- ✓ Regular personal contact between students and instructor is sufficient.
- ✓ Methods of student evaluation are designed to maintain examination security.
- ✓ Evaluation of student outcomes is sufficient to permit review and assessment of the effectiveness of distance education for this course and to provide information for the annual distance education report.

DE Course Content & Methodology: Your department must review the course to determine it can be taught effectively through distance education. Checking all these items is the required assertion that your department has done this review and found the proposal compatible with this mode of delivery.

Instructional Methodologies (How will you deliver the course content?):

- Announcements/Bulletin Boards
- Chat Rooms
- E-mail
- Electronic Forum
- One-Way Video Conferencing (One-way interactive video and two-way
- Online Presentations

DE Instructional Methods: This demonstrates the faculty member's commitment and ability to use all tools available offered through our District's approved distance education platform. Select all methods that might be used in the course.

Hold the shift key and click on each item to make multiple selections

Representative Courseware/Textbooks Materials:

Add any additional representative courseware/textbooks/materials that would apply only to a distance education offering of this course.

DE Representative Courseware: Only list materials or textbooks that are significantly different than those provided as examples in the main proposal. For most courses this will be blank.

Methods of Evaluation of Student Performance:

Please explain any additional methods of evaluation pertaining to your course offering. (Example: online quizzes, weekly homework submitted electronically)

DE Methods of Evaluation: This should include a list format, delineated list of ways students are tested/quizzed regarding their knowledge of course material as well as ways that students and the professor may interact. Including frequency range is recommended. This contributes to proving course meets requirements regarding regular-and-effective-contact-hours.

Example:

- Online Homework Problem Sets (about 1 / week)
- Reports/Essays Submitted Online (about 14 / term)
- End of Week Online Quizzes (about 1 / week)
- Online Midterm Tests (about 4 / term)
- Proctored Final Exam

How are you ensuring that students with disabilities can access your course in accordance with Section 508?

Distance education courses, resources and materials must be designed and delivered in such a way that the level of communication and learning experience is the same for students with or without disabilities. Students should have maximum opportunity to access distance education resources "anytime, anywhere" without the need for outside assistance.

This section must be clear and detailed. Legally, courses and course materials must be accessible to all students. Additionally, if items are not accessible it diminishes equity. See California Community Colleges Online Education Initiative (OEI).

Example:

1. Videos are captioned
2. Lecture screen-casts are captioned
3. Transcripts are provided for all multi-media files (audio and visual)
4. Alt-text is used for embedded images
5. Standardized formatting is used to support screen readers
6. All files are assessed with Accessibility Check options in Microsoft Office
7. Course is evaluated using the OEI Rubric (Online Education Initiative)
8. Faculty will work with DRC to ensure that proper accommodations are provided for students (e.g., extended time, Kurzweil, other UDI supports)

Distance Educa

DE Contact: List at least 3 types and include the frequency (i.e. email, forums and one-way video conferencing). In order to meet requirements of regular and effective contact hours at least one contact method must state students will receive a response within 24-48 hours.

Example:

Announcements/Bulletin Boards - Instructor will make course announcements as emails and retain them on the course bulletin board.

Discussion Boards - Discussion boards will be maintained for each chapter of content, allowing students to ask and answer course content questions. Instructor will review boards at least once every 24-48 hours and respond as appropriate.

Email Communication - Instructor will reply to student emails within 24-48 hours.

FAQ - FAQ of page will be maintained in Canvas

Office hours - Instructor will offer weekly office hours through video conference or chat.

Plan for Regular Effective Communication Contact Between Faculty and Student (Title 5, 55204). "Local policies should establish and monitor minimum standards of regular effective contact."

Contact Type	Frequency/Explanation
Announcements/Bulletin Boards	
<input checked="" type="checkbox"/> Chat Rooms	
Correspondence by postal mail	
Discussion Boards	
Email Communication	
FAQ	
Office hours	
Other (explain)	
Resource Links	
Scheduled Face-to-Face Meetings	
Study and/or Review Sessions	
Telephone	
Telephone conversations	