

**Rio Hondo Community College District
Curriculum Committee
Agenda
Wednesday, April 8, 2020 – REMOTE**

I. APPROVAL OF THE MINUTES FROM APRIL 1, 2020

- II. PUBLIC COMMENT:** *Although the Curriculum Committee always welcomes the participation of guests in any discussion, this agenda item is provided to allow a member of the public to speak to an item not on the agenda.*

III. DISCUSSION ITEMS/ATTACHMENT

Discuss a contingency plan for approving courses to be offered online for the remainder of the year.
Please review the attached memo before curriculum meets

IV. ACTION ITEMS

A) Approval of Consent Agenda:

Item 1920-395

Course Change

FAC 4305, 4326, 4327, 4328, 4329, 4330, 4331, 4335

Delete from Catalog

B) Second Readings:

Item 1920-372

Credit Course Revision

WFT 290 CWE/Internship for WFT

Units 1.0 to 4.0

Description

This course supports and reinforces on-the-job training in the wildland fire technology (WFT) field under supervision of a college instructor, facilitated by learning objectives. Students work in a skilled or professional-level assignment in the area of wildland fire technology, and meet performance objectives related to instruction required for the conditions of regular employment. The course is intended for students whose job is related to the wildland fire technology field and who have completed or enrolled in the appropriate coursework. Contact the CWE office regarding re-enrollment procedures.

Item 1920-375

Credit Course Revision

ARCH 110 Construction Document Reading and Estimating

Units 3.0

Description

This course is beneficial for apprentices, students of architecture and employees in all areas of the construction industry, and covers residential, light commercial and industrial building construction. An introduction to the use of prints, construction documents and the theory of construction estimating, as used in the building industry will be presented. Principles of reading working drawings, plans, H.V.A.C. specifications, details, elevations and electrical specifications are included as well as material estimating, estimating rules, tables and procedures.

Item 1920-376**Credit Course Revision****ARCH 290 Cooperative Work Experience/Internship for Architecture Related Fields****Units 1.0 to 4.0****Description**

This course supports and reinforces on-the-job training in business and industrial establishments under supervision of a college instructor and is facilitated by the use of learning objectives. The student will be working in a skilled or professional-level assignment in their area of vocational interest and will meet performance objectives related to instruction that are above and beyond the conditions of regular employment. This course is intended for students whose job is in architectural design / drafting related fields and have completed or enrolled in the appropriate coursework. Instructor approval is needed to enroll in the class. Contact the CWE office regarding re-enrollment procedures.

Item 1920-377**Credit Course Revision****ARCH 299 Directed Study in Architecture Design & Drawing****Units 1.0 to 3.0****Description**

The course provides an opportunity for the student to expand their studies in Architectural Design and Drawing beyond the classroom by completing projects and/or assignments arranged by agreement between the student and instructor. The student is required to contract with the instructor to determine the scope of the assignments and the unit value assigned for successful completion of the course. Students must possess a 2.5 overall GPA, a 3.0 GPA in the discipline of study being requested, or receive an exception from the instructor. Students may take a maximum of 3 units of Directed Study within a discipline and 9 units college-wide.

Item 1920-378**Credit Course Revision****CIV 290 Cooperative Work Experience/Internship for Civil Related Fields****Units 1.0 to 4.0****Description**

This course supports and reinforces on-the-job training in business and industrial establishments under supervision of a college instructor and is facilitated by the use of learning objectives. The student will be working in a skilled or professional-level assignment in their area of vocational interest and will meet performance objectives related to instruction that are above and beyond the conditions of regular employment. This course is intended for students whose job is in civil design / drafting related fields and have completed or enrolled in the appropriate coursework. Instructor approval is needed to enroll in the class. Contact the CWE office regarding re-enrollment procedures.

Item 1920-379**Credit Course Revision****CIV 299 Directed Study in Civil Design Technology****Units 1.0 to 3.0****Description**

This course provides an opportunity for the student to expand their studies in Civil Design Technology beyond the classroom by completing a project or an assignment arranged by an agreement between the student and instructor. The student is required to contract with the instructor to determine the scope of the assignment and the unit value assigned for successful completion. Students must possess a 2.5 overall GPA, a 3.0 GPA in the discipline of study being requested, or receive an exception from the instructor. Students may take a maximum of 3 units of Directed Study within a discipline and 9 units college-wide.

Item 1920-380**Credit Course Revision****ENGT 101 Introduction to Technical Drawing & Graphics****Units 3.0****Description**

This is a basic course in technical drawing and graphics for students with no previous drafting skills or training. The course is designed for students who wish to pursue training in fields and careers related to architecture, civil and engineering design drafting. Practical application will be provided with the tools, techniques, standards, and practices used in the industries that need technical drawings and graphics.

Item 1920-381**Credit Course Revision****ENGT 290 Cooperative Work Experience/Internship for Drafting Related Fields****Units 1.0 to 4.0****Description**

This course supports and reinforces on-the-job training in business and industrial establishments under supervision of a college instructor and is facilitated by the use of learning objectives. The student will be working in a skilled or professional-level assignment in their area of vocational interest and will meet performance objectives related to instruction that are above and beyond the conditions of regular employment. This course is intended for students whose job is in drafting-related fields and have completed or enrolled in the appropriate coursework. Instructor approval is needed to enroll in the class. Contact the CWE office regarding re-enrollment procedures.

Item 1920-382**Credit Course Revision****ENGT 299 Directed Study in Engineering Design Drafting****Units 1.0 to 3.0****Description**

This course provides an opportunity for the student to expand their studies in Engineering Design Drafting beyond the classroom by completing a project or an assignment arranged by an agreement between the student and instructor. The student is required to contract with the instructor to determine the scope of the assignment and the unit value assigned for successful completion. Students must possess a 2.5 overall GPA, a 3.0 GPA in the discipline of study being requested, or receive an exception from the instructor. Students may take a maximum of 3 units of Directed Study within a discipline and 9 units college-wide.

Item 1920-383**Credit Course Revision****KIN 192 Health: Women's Personal Health****Units 3.0****Description**

This course is designed for all students interested in expanding their knowledge regarding health problems and social issues unique to women. Physiological and psychological aspects of nutrition, hygiene, sexuality and reproduction, drugs and chemicals, and common diseases are among the many topics covered. Guest speakers, videos, current events, web and text readings will assist the student in developing sound health principles for use in everyday life.

Item 1920-384**Credit Course Revision****KINA 101 Tennis I****Units 1.0****Description**

This is a beginning tennis class designed to take the student to a recreational level in skills. Instruction in the

serve, groundstroke, volley, and rules are taught. The student will also learn how to play doubles and singles matches so that the student can compete on a recreational level.

Item 1920-385

Credit Course Revision

KINA 134 Cardio Boot Camp

Units 1.0

Description

This course is designed for the student who wishes to improve their cardiovascular and core fitness. The student will learn lifelong skills to improve their health. Workout skills such as core strengthening, cardiovascular fitness, step aerobics and flexibility training will be covered. Instruction in proper diet, heart rate monitoring, skills proficiency and fitness program planning will be provided to each student.

Item 1920-386

Credit Course Revision

LIT 149 Introduction to Chicana/o/x Literature

Units 3.0

Description

This course explores a range of Chicana/Chicano literature, with a focus on major texts from 1848 to the present. Course reading and writing assignments explore major cultural themes, including identity issues. Assigned readings may be from a variety of genres including essays, poetry, fiction, oral histories, corridos, and autobiography by writers throughout the Southwest. This course is designed for students interested in exploring various genres of literature, students interested in learning more about Chicana/o cultural expression, and students majoring in Chicano Studies.

Item 1920-387

Credit Course Revision

POLS 150 Chicana/o/x Politics

Units 3.0

Description

This course examines United States history and political issues relevant to the Chicana/o/x and Latina/o/x communities. The course provides an overview of demographic changes in the U.S. and examines political activism and political leadership. Students interested in this course may include individuals with familial or personal connections to the Chicana/o/x (Mexican-American) community and/or those intending to work in environments with high concentrations of this population.

Item 1920-388

Credit Course Revision

READ 021 Basic Reading

Units 3.0

Description

This course is designed for students who want to improve their reading skills in order to succeed in other college classes. Students will learn how to read and understand short works of fiction and nonfiction as well as key vocabulary words associated with college and everyday life through context clues, word parts, and dictionary usage. Students will also learn to recognize transitions, main ideas and supporting details. This is a non-degree applicable course and is offered on a pass/no pass basis. All students are required to concurrently enroll in the Reading Lab, READ 021L.

Item 1920-389

Credit Course Revision

READ 021L Reading Lab

Units .50

Description

This course is a skills class designed to assist students in improving reading comprehension and vocabulary through individually prescribed lab work. Students will complete reading tasks intended to complement the activities of their reading course. All READ 021 students must enroll. This is a non-degree applicable course offered on a pass/no pass basis.

Item 1920-390

Credit Course Revision

READ 022L Reading Lab

Units .50

Description

This course is a skills class intended to assist students in improving reading comprehension and vocabulary through individually prescribed lab work. Students will complete reading tasks designed to complement the activities of their reading course. All READ 022 students must enroll. This is a non-degree applicable course offered on a pass / no pass basis.

Item 1920-391

Credit Course Revision

VOCB 025 Intermediate Vocabulary

Units 3.0

Description

This course is intended for students who want to develop precollegiate-level reading, writing, and speaking vocabulary. Students will learn the meaning of new words commonly used in college textbooks and lectures, and they will use them in written and spoken sentences. Students will also gain knowledge of word roots to reinforce their understanding of words. This is a non-degree course and is offered on a pass/no pass basis.

Item 1920-392

Request to offer a course via Distance Education - *ONLINE*

LOG 110 Warehouse Management

Item 1920-393

New Certificate of Achievement

French

Units 18.0

Description

The Certificate of Achievement in French is designed to provide students with a strong foundation in the essentials of French language: reading, listening, speaking, and writing skills. This certificate is intended for students pursuing other degrees or careers not necessarily related to the French language but who still want to learn the language. With this certificate, the student can petition their employer for any benefits that may be available for those who have skills in French. Students who successfully complete the certificate will be able to communicate competently in French at a basic conversational level. While students will not be able to act as an interpreter, they will be able to communicate directly with clients, customers, coworkers, or community members who are French speakers and whose English proficiency may be limited.

Item 1920-394

New Certificate of Achievement

Spanish

Units 18.0

Description

The Certificate of Achievement in Spanish is designed to provide students with a strong foundation in the essentials of Spanish language: reading, listening, speaking, and writing skills. This certificate is intended for students pursuing other degrees or careers not necessarily related to the Spanish language but who still want to learn the language. With this certificate, the student can petition their employer for any benefits that may be available for those who have skills in Spanish. Students who successfully complete the

certificate will be able to communicate competently in Spanish at a basic conversational level. While students will not be able to act as an interpreter, they will be able to communicate directly with clients, customers, coworkers, or community members who are Spanish speakers and whose English proficiency may be limited.

C) First Readings:

Item 1920-396

Credit Course Revision

ADN 251 Medical/Surgical Nursing II

Units 2.0

Description

This course focuses on the aging process as it relates to normal aging, changing biological, interpersonal and intrapersonal needs. It also focuses on the application of the nursing process in caring for patients with disturbances in perception, coordination and mobility. The pathophysiology of disease processes, as well as medical and nursing interventions and rehabilitative approaches to restoring and maintaining optimum health are discussed. This course is designed for students in the Associate Degree Nursing Program. The Board of Registered Nursing requires that students must be concurrently enrolled in both ADN251 and ADN251L, and pass both courses together. They cannot be taken individually for credit.

Item 1920-397

Credit Course Revision

FAC 020 Fire Instructor 1A

Units 2.5

Description

This course provides the skills and knowledge needed for the entry level professional instructor to perform his or her duties safely, effectively, and competently. The curriculum is based on the 2012 edition of NFPA 1041 Standard for Fire Service Instructor Professional Qualifications. At the end of this course, candidates for Instructor I certification will be able to teach and deliver instruction from a prepared lesson plan utilizing instructional aids and evaluation instruments. The Instructor I will also be able to adapt a lesson plan and complete the reporting requirements to the local jurisdiction.

Item 1920-398

Credit Course Revision

FAC 021 Fire Instructor 1B

Units 2.5

Description

This course provides the skills and knowledge needed for the intermediate level professional instructor to perform his or her duties safely, effectively, and competently. The curriculum is based on the 2012 edition of NFPA 1041 Standard for Fire Service Instructor Professional Qualifications and the 2012 edition of NFPA 1403 Standard on Live Fire Training Evolutions. At the end of this course, candidates for Instructor II certification will be able to develop lesson plans and evaluation instruments, teach and deliver instruction, and evaluate and coach other instructors. The Instructor II will also be able to analyze resources and formulate a program budget.

Item 1920-398

Credit Course Revision

FAC 024 Fire Investigator

Units 2.5

Description

This course provides information on securing the fire scene and determining the origin and cause of the fire. Topics include responsibilities of a fire investigator, securing the fire ground, conducting an exterior and interior survey, analyzing fire patterns, interpreting individual fire patterns, discriminating the effects of

explosions, examining and removing fire debris, reconstructing the area of origin, inspecting the performance of building systems. The 2014 edition of NFPA 1033 Standard Professional Qualifications for Fire Investigators the basis for this course.

Item 1920-398

Credit Course Revision

FAC 025 Arson Scene Investigator

Units 2.0

Description

This course provides information on scene documentation and evidence collection/preservation. Topics include photographing the scene, diagramming the scene, constructing investigative notes, processing evidence and establishing chain of custody, processing victims and fatalities, selecting evidence for analysis, maintaining a chain of custody, preparing a fire investigation report, and disposing of evidence. The 2014 edition of NFPA 1033 Standard for Fire Investigator Professional Qualifications is the basis for this course.

Item 1920-399

Credit Course Revision

FAC 118 Firefighter I, Basic Fire Academy

Units 18.0

Description

This course is designed for recently employed firefighters and other interested students. Topics covered include organization of the public and private fire service, characteristics and behavior of fire, fire hazards and firefighter safety, extinguishing agents and related extinguishing equipment, fire protection systems and water supply, incident command system, confined-space rescue awareness, building construction and assemblies, basic firefighting tactics and strategy, fire prevention, hazardous materials, emergency care, wildland firefighting, Rapid Intervention, Rescue Systems and physical fitness. This course meets the State Board of Fire Services requirements for designation as a "California Fire fighter I Accredited Academy" (ARA or Accredited Regional Academy by the California State Fire Marshal). Students who complete this course also receive California certification in Vehicle Extrication, Fire Control I & II, Hazardous Materials First Responder Operational, Confined-Space Rescue Awareness, Rescue Systems I, S-110, S-130, S-190, Rapid Intervention Crew Tactics and ICS-200. This course requires completion of a medical physical examination and includes arduous physical activity.

Item 1920-400

Credit Course Revision

KIN 197 Prevention and Treatment of Athletic Injuries

Units 3.0

Description

This course introduces the most salient concepts of athletic training, including the instruction for prevention, recognition, management and treatment of common injuries in a physically active population. The skills of basic strapping, bracing, padding and taping for the prevention and management of injuries will be presented and practiced. This class is recommended for those interested in becoming a certified athletic trainer, physical therapist or occupational therapist.

Item 1920-401

Credit Course Revision

KIN 290 Cooperative Work Experience/Internship for Athletic Training

Units 1.0 to 2.0

Description

This course supports and reinforces on-the-job training in the field of athletic training under supervision of a college instructor and is facilitated by the use of learning objectives. The student will be working in a skilled or professional level assignment in their area of vocational interest and will meet performance objectives related to instruction that are above and beyond the conditions of regular employment. This course is

intended for students whose job is related to the field of athletic training and have completed or enrolled in the appropriate coursework. "Contact the CWE office regarding re-enrollment procedures".

V. UNFINISHED BUSINESS:

Pending originator clarification of Honors requirements and course units

Item 1920-346

Credit Course Revision

LIT 143 Exploring Authors

Units 1.0

Description

This one-unit course is designed for students who wish to study the literary works of one author in depth. Students will compare and contrast all genres and literary criticism of the author's works in class discussions and in essay form. Students should consult the class schedule for the author selection as it varies each semester.

Item 1920-347

Credit Course Revision

LIT 143H Exploring Authors Honors

Units 1.0

Description

This one-unit course is designed for students who would like the opportunity to study the literary works of one author in depth. Students compare and contrast the author's works in class discussions and in essay form. Students should consult the class schedule for the author selection as it varies each semester. This course may be taken once and repeated two times for credit, and is designed for students eligible for the Honors Program.

Pending Industry Advisory recommendation

Item 1920-374

New Credit Course

TV 136 Digital Filmmaking II: Intermediate

Units 3.0

Description

This is an intermediate course in film production techniques for narrative, music video, and branded content. The course may be of interest to students interested in both film and television production. Topics include screenwriting, storyboarding, camera operation, lighting, production sound, and non-linear editing. Students work in teams and crew all positions, including writer, producer, director, first assistant director, cinematographer, camera assistant, gaffer, grip, boom operator, production sound mixer, and editor. The course incorporates career pathways in the contemporary media landscape, including branded content, social media, and new media. Emphasis is placed on personal storytelling, crew collaboration, professionalism, and building a professional resume and portfolio.

Pending Web Accessibility Approvals (First Read 10/2/19)

Item 1920-033

Request to offer a course via Distance Education – *ONLINE*

GDSN 162 Introduction to Web Design

Item 1920-034

Request to offer a course via Distance Education - *ONLINE*

GDSN 163 Intermediate Web Design

Item 1920-036

Request to offer a course via Distance Education - *ONLINE*
GDSN 172 Publication Design

Item 1920-037

Request to offer a course via Distance Education - *ONLINE*
GDSN 174 Packaging Design

Item 1920-038

Request to offer a course via Distance Education - *ONLINE*
GDSN 178 Digital Imaging Design

Item 1920-039

Request to offer a course via Distance Education - *ONLINE*
GDSN 179 Advanced Digital Imaging Design

Pending Web Accessibility Approvals (First Read 10/9/19)

Item 1920-063

Request to offer a course via Distance Education - *HYBRID*
JAPN 101 Japanese I

Item 1920-064

Request to offer a course via Distance Education - *HYBRID*
JAPN 102 Japanese II

Pending Web Accessibility Approvals (First Read 10/30/19)

Item 1920-107

Request to offer a course via Distance Education – *HYBRID*
KIN 297 Advanced Athletic Training

Pending Web Accessibility Approvals (First Read 11/6/19)

Item 1920-144

Request to offer a course via Distance Education - *ONLINE*
BIOL 120 Environmental Biology

Item 1920-145

Request to offer a course via Distance Education - *ONLINE*
CD 211 Infants and Toddlers

Item 1920-146

Request to offer a course via Distance Education - *ONLINE*
CD 224 Diversity Issues During Early Childhood School Age and Adolescence

Item 1920-147

Request to offer a course via Distance Education - *ONLINE*
ED 110 Introduction to Teaching

Pending Web Accessibility Approvals (First Read 11/20/2019)

Item 1920-209

Request to Offer a Course via Distance Education - *ONLINE*
KIN 110 Introduction to Fitness and Sport Management

Item 1920-210

Request to Offer a Course via Distance Education - *ONLINE*
KIN 126 Principles of Strength and Conditioning

Item 1920-211

Request to Offer a Course via Distance Education - *ONLINE*
KIN 170 Sport & Exercise Psychology

Item 1920-212

Request to Offer a Course via Distance Education - *ONLINE*
KIN 193 Standard First Aid and CPR

Pending Web Accessibility Approvals (First Read 02/05/20)

Item 1920-264

Request to offer a Course via Distance Education - *ONLINE*
FIN 101 Introduction to Financial Planning

Item 1920-265

Request to offer a Course via Distance Education - *ONLINE*
FIN 102 Fundamentals of Finance Management and Investment

Item 1920-266

Request to offer a Course via Distance Education - *ONLINE*
TCED 044 OSHA Workplace Safety

Pending Web Accessibility Approvals (First Read 02/12/20)

Item 1920-296

Request to offer a Course via Distance Education - *ONLINE*
ASL 101 American Sign Language I

Item 1920-297

Request to offer a Course via Distance Education - *ONLINE*
ASL 102 American Sign Language II

Item 1920-298

Request to offer a Course via Distance Education - *ONLINE*
ASL 120 Introduction to Deaf Studies

Item 1920-299

Request to offer a Course via Distance Education - *ONLINE*
ASL 124 Deaf Culture

Item 1920-300

Request to offer a Course via Distance Education - *ONLINE*
ASL 201 American Sign Language III

Item 1920-301

Request to offer a Course via Distance Education - *ONLINE*
ASL 202 American Sign Language IV

Item 1920-302

Request to offer a Course via Distance Education - *ONLINE*
ASL 220 Pathways to Interpreting Careers

Item 1920-303

Request to offer a Course via Distance Education - *ONLINE*
ASL 250 ASL Linguistics

Item 1920-304

Request to offer a Course via Distance Education - *ONLINE*
ASL 270 ASL Literature

Item 1920-305

Request to offer a Course via Distance Education - *ONLINE*
ASL 280 ASL Storytelling

Pending Web Accessibility Approvals (First Read 02/19/20)

Item 1920-326

Request to Offer a Course via Distance Education - *ONLINE*
KIN 120 Sports Law and Ethics

Item 1920-327

Request to Offer a Course via Distance Education - *HYBRID*
ENGL 325 Technical and Professional Writing

Pending Web Accessibility Approvals (First Read 02/19/20)

Item 1920-352

Request to offer a course via Distance Education - *ONLINE*
WFT 101 Wildland Fire Behavior

Item 1920-353

Request to offer a course via Distance Education - *ONLINE*
WFT 102 Wildland Firefighter Safety and Survival

Item 1920-354

Request to offer a course via Distance Education - *ONLINE*
WFT 103 Wildland Fire Operations

Item 1920-355

Request to offer a course via Distance Education - *ONLINE*
WFT 104 Wildland Fire Investigation, Prevention, and Public Information

Item 1920-356

Request to offer a course via Distance Education - *ONLINE*
WFT 105 Wildland Fire Logistics, Finance, and Planning

Pending Web Accessibility Approvals (First Read 04/01/20)

Item 1920-392

Request to Offer a Course via Distance Education - *ONLINE*
LOG 110 Warehouse Management

VI. ADJOURNMENT



TO: Chief Executive Officers
Chief Instructional Officers
Chief Student Services Officers

FROM: Marty J. Alvarado,
Executive Vice Chancellor, Educational Services & Support

RE: EMERGENCY TEMPORARY DISTANCE EDUCATION BLANKET ADDENDUM FOR SUMMER
2020 OR FALL 2020

The current COVID-19 pandemic is a quickly evolving and changing situation and as such, colleges are encouraged to plan proactively and with contingencies for instructional offerings throughout the remainder of the 2020 calendar year. As of the date of this memo, the US Department of Education has not provided guidance or flexibility regarding Distance Education for academic terms beyond Spring 2020. It is unknown whether accommodations or flexibility will be provided or required for these subsequent academic terms. It is not anticipated that the blanket addendum/waiver process will continue into 2021, however, there remains a significant likelihood that restrictions on face-to-face instruction may continue into 2021. Thus, any request for a temporary distance education blanket addendum will be required to identify, as part of the request, a plan for local approval of all courses that may need to be offered online. Information on the requirements for the full addendum request, including MIS course coding requirements, and updates on the ACCJC approval process are provided in this memo. Given the current recommendations by the State of California, all colleges are required to submit an addendum for Summer 2020 by **May 20, 2020**, in preparation for the likelihood that most instruction will continue to be conducted via distance education. Additionally, it is strongly recommended that colleges plan to submit an addendum for Fall 2020 by **July 1, 2020**, given current indications that the COVID-19 pandemic may last beyond Summer 2020.

Submitting an Emergency Temporary Distance Education Blanket Addendum Request for Summer or Fall 2020

Colleges may request approval for an Emergency Temporary Distance Education Blanket Addendum from the California Community Colleges Chancellor's Office to satisfy the requirements included in title 5, section 55206. Such a request, if approved, will be considered valid only for the summer and fall 2020

terms as an emergency alternative to the standard local approval process for Distance Education, which may not be timely under the current emergency circumstances.¹

To request an Emergency Temporary Distance Education Blanket Addendum please submit the following information using the Emergency Temporary Distance Education Blanket Addendum Request form here: <http://bit.ly/CCCCODEAddendum>. Requests must be submitted by either the college president, chief instructional officer, or district-level equivalent; however, **a separate form must be submitted for each college and for each term to be covered by a blanket addendum**. The form requires the following elements:

1. The name(s) and contact information for institutions chief instructional officer, college president, or district equivalent.
2. Reason for the temporary addendum request, term that this request applies to, the term start and end dates, and the total number of sections covered by the request. Separate addendum requests must be submitted for each term requiring blanket approval.
3. An excel document that lists **all** courses to be covered by the addendum. Information for each course should include the following: district-college-identifier, term-identifier, course-control-number, course-department-number, course-title, and anticipated number of sections and students affected. Additionally, this document should also include, on a separate tab, **all** courses that continue to be planned for face-to-face instruction, including courses that support essential infrastructure and health sectors, using the same format. A sample of the document, including the necessary course elements and formatting can be found here: <http://bit.ly/DECourseFile>. Please save the Excel file of courses using the naming convention "District-college-identifier (GI01)_College_term-identifier(GI03)_Term2020_CourseFile.xlsx".
4. A plan for obtaining local approval for **all** courses included in the submitted addendum by December 30, 2020. The plan should include, at minimum, a summary of the local approval process (including the committees involved) the frequency or intended frequency of the committee meetings needed to complete the plan, and a schedule for the number of courses that will be approved monthly. Please save the plan as a Word document or pdf using the naming convention "College_LocalApprovalPlan_Term2020".
5. For accreditation purposes, colleges must identify all programs, degrees, or certificates that will transition to more than 50% online, including: the District-College-Identifier, the Program Control Number, the Program Title, TOP Code, and Program Award Type. A sample document, including the necessary course elements and formatting can be found here: <http://bit.ly/DEProgramFile>. Please save the Excel file of programs using the naming convention "GI01_College_Term2020_ProgramFile.xlsx".
6. A plan for ongoing professional development for faculty and staff for converting to online instruction. The plan should include, at minimum, anticipated training schedules and topics, as well as the anticipated number of faculty, including counselors, or staff to be

¹ Resolution of the California Community Colleges Board of Governors No. 2020-01 and title 5, section 52020, of the California Code of Regulations, confers on the Chancellor emergency powers to take all appropriate actions, including the issuance of executive orders, to allow for the continued education of community college students during the period of emergency proclaimed by the Governor of the State of California on March 4, 2020.

trained. Please save the plan as a Word document or pdf using the naming convention “College_ProfessionalDevelopmentPlan_Term2020”.

Instructions for Coding for MIS Submissions for Approved Emergency Temporary Distance Education Blanket Addendums

In order to mitigate the impact on course schedulers and MIS data submission coordinators, colleges should maintain their current course and section coding for all existing/planned courses and sections for Spring, Summer, and Fall 2020 semesters or quarters as part of their normal MIS submissions of course-related elements (e.g., in particular, data element XF01, **SESSION-INSTRUCTION-METHOD** should not be changed). Do not change the coding for courses or sections that were or would have been conducted as in person lectures, labs, etc. but which changed to distance learning methods as a result of the COVID-19 pandemic. Colleges should only use distance education codes for XF01 for courses and sections that were already locally approved to be online **and** were planned to be online during the term in question.

By maintaining the original intended coding, MIS and Chancellor’s Office staff will be able to use the submitted Emergency Temporary Distance Education Blanket Addendum to reference which courses and sections were transitioned to distance education as a result of the COVID-19 state of emergency at each college and across the system.

ACCJC Distance Education Program Approval Required

To comply with federal regulations and accreditation standards, including the ability to award federal student aid, colleges opting to offer programs at 50% or more online are required to receive approval from ACCJC. As institutions move courses from in-person to distance education modalities for Summer and/or Fall 2020, some programs that were not previously offered at 50% or more online may now fall into this category. The Chancellor’s Office remains in conversations with ACCJC to support streamlined approval processes, where possible, and information submitted by colleges for this addendum will be taken into consideration by ACCJC as they assess the need and latitude to support blanket approvals for programs that fall into this category.

cc: Eloy Ortiz Oakley, Chancellor
Daisy Gonzales, Deputy Chancellor
Aisha Lowe, Vice Chancellor
Rhonda Mohr, Vice Chancellor
CCCCO Staff