



Curriculum Committee

Distance Education Addendum Review Criteria

The purpose of the Distance Education Addendum Review process is to ensure an existing, in-person course also can be taught via a distance education (D.E.) or hybrid modality. The process allows faculty members submitting proposals to explain how course sections presented via an alternative modality will still be taught to the course outline of record (COR); it also allows reviewers to confirm the course is accessible—a California Community College requirement. The review process requires that faculty members answer each of the following six questions completely.

Note: Be objective. These are not the course instructor's personal teaching methods or content: *They need to apply to all faculty who teach this course.* This course belongs to the institution and must follow institutional guidelines and requirements.

Please consult with your Curriculum Committee division representative if the guidelines do not reflect the program's course content and/or course instructors need to provide additional information. If additional information is required, please keep it clear and concise, and submit the information to the appropriate Curriculum Committee division representative.

- 1. Can the content identified in the course outline be presented in the proposed mode of DE?** *This addresses how the content will be presented. The answer should be "Yes."*
- 2. Is the rigor of the proposed D.E. course the same as a comparable, traditional course?** *This question addresses that the course requires the same amount of time on tasks as the classroom-based course. The answer should be "Yes."*
- 3. Can a student achieve the same goals and objectives identified in the course outline via the proposed mode of instruction?** *The answer should be "Yes."*
- 4. Can the same assignments in the course outline be completed by the student and "graded" by the instructor via the D.E. method of instruction?** *The answer should be "Yes."*
- 5. Can the assignments presented in the COR be completed and assessed via D.E.?** *The answer should be "Yes."*

Definitions

Title 5 defines D.E.:

Distance education means instruction in which the instructor and student are separated by time and/or distance and interact through the assistance of technology. (5 CCR § 55200)

Other sections of Title 5 delineate D.E. parameters and requirements further:

Any portion of a course conducted through distance education includes regular and substantive interaction between the instructor(s) and students, (and among students, if described in the course outline of record or distance education addendum), either synchronously or asynchronously, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, voice mail, e-mail, or other activities. (5 CCR § 55204)

If any portion of the instruction in a new or existing course is to be provided through D.E., an addendum to the official course outline of record shall be required. In addition to addressing how course outcomes will be achieved in a D.E. mode, the addendum shall at a minimum specify how the portion of instruction delivered via D.E. meets:

(a) Regular and substantive interaction between instructors and students and among students as referenced in title 5, section 55204(a), and

(b) Requirements of the Americans with Disabilities Act (42 U.S.C. § 12100 et seq.) and section 508 of the Rehabilitation Act of 1973, as amended, (29 U.S.C. § 749d)

The addendum shall be separately approved according to the district's adopted curriculum approval procedures. (5 CCR § 55206)

CurriQunet Questions

☐ **ONLINE.** Choose this option if physical classroom presence is not required.

☐ **HYBRID.** Choose this option if any portion of the course must be completed via physical classroom presence (i.e., the instructor meeting in person with students).

1. Need/Justification

A. What is the intent in offering the course by distance education?

Note 1. "Outreach" should factor into answers.

Example 1: Enrollment, e.g., "Offering the course via Distance Education (D.E.) will increase enrollment by allowing students who cannot attend on-campus courses to attend remotely."

Example 2: Retention, e.g., "Offering the course via Distance Education (D.E.) will provide flexibility for students to complete a course which may be difficult for some students with work, family and other outside challenges."

Example 3: Success, e.g., "Offering the course via Distance Education (D.E.) will enable students to complete the course or a program."

Example 4: The Distance Education (D.E.) delivery option expands the course access to students in diverse work/school/life (including health conditions) circumstances who are pursuing the completion of secondary education requirements.

B. How will learning be enhanced by this mode of course delivery?

Example 1: Course content may be presented and accessed by students to reinforce learning while also providing schedule flexibility.

Example 2: Students who are managing demands of work, school, and/or family/personal responsibilities will be able to participate in class without the burden of commute time and/or transportation needs.

2. Methods of Instruction

A. Indicate the type and number of instructor-student contacts that will occur per semester and why this will be effective.

Note 1. How will the instructor contact their students? How many times will this occur during the term? Please indicate an actual number. At a minimum, it should be weekly.

Select options from the checkboxes, which include: audio conferencing, video conferencing, email, LMS email equivalent (such as Canvas inbox), LMS discussion pages/boards, and LMS chat feature.

B. Explain how regular and substantive interaction among students will be facilitated.

Note 1. In this section, focus on contact between students that does not require instructor facilitation, interaction, or an assignment. This should be a communication method that enables interactions students would be able to have if they were physically present in a classroom.

Example: “Regular and substantive interaction among students will be facilitated via a general discussion board open to all topics that can be initiated by students, chat, access to the learning management system (L.M.S. such as Canvas) inbox or email feature.”

C. Describe how the course instructor will identify and respond to students experiencing difficulty.

Note 1. Indicate how students can get assistance from the course instructor in an online class.

Examples: The course instructor will contact students by email, phone, etc.

Note 2. Include how the course instructor will assist students in resolving issues outside of the course instructor’s control.

Example: For technical difficulties beyond the course instructor’s control, students will be referred to the Río Hondo Distance Education support staff, Instructional Technology Office, and/or Learning Resource Center (L.R.C.) resources for writing/research assistance, etc.

D. Identify the approximate hours anticipated per student for class activities.

Example: The course will match the hours and requirements outlined in the current course outline of record (COR).

3. Describe how student assignments/assessments will—or will not—be modified for this mode of course delivery.

Note 1. If assignments/assessments do not need to be changed:

Example: “The assignments/assessments for this course when offered via D.E. do not need to be modified.”

Note 2. If assignments/assessments will need to be changed, indicate how they need to be changed, and provide as much detail as possible.

Example 1: “Students will submit assignments/assessments through a digital medium. This may include using the L.M.S. (such as Canvas), L.M.S. conferencing features (such as Student Connect), email, or any other appropriate online application/software approved by the institution.”

Example 2: “When necessary, assignments/assessments will be modified to allow for digital submission; this may include creating new assignments/assessments (with the same objectives) to substitute for work where digital submission may not be possible.”

4. Describe the methods of student evaluation that will be employed.

Example: "Students will be evaluated based on the same criteria listed in the course outline of record (COR)."

5. What equipment and staff are necessary to support the course (for faculty and/or students)?

Example: "The D.E. department, Information Technology Services (I.T.), computer, monitor, webcam, and access to the internet will be necessary."

Note 1. The course instructor may also include items that are particular or specific to the course instructor's course.

Example: Pottery wheel (Ceramics), DSLR camera and film development lab (Photography)—the possibilities depend on the course instructor's course.

Note 2. Include the D.E. department, as this is an important contact for D.E. students to seek assistance, as well as I.T. Adding these staff essentials will also bolster support for continued (and increased) support for resources for these areas.

Note 3. The Curriculum Committee does not consider requests for additional resources as an adverse item when assessing the possibility of offering this course via distance education.

6. Describe how the course instructor will provide students with access to instructional materials and resources.

Example: "Students will be provided access to the resources available through Río Hondo College's D.E. learning management system (L.M.S.), i.e., Canvas."

7. Describe how the course instructor will provide students with access to counseling and financial aid services.

Example: "A student resource page (or syllabus, or module, etc.) will be included in the L.M.S. shell that lists contact information and the services provided by the Counseling and Financial Aid Offices."

8. Describe how the course instructor will accommodate students with disabilities.

Note. This section is directly impacted by federal legislation and the response should include key elements.

Example: "Course design compliance with section 508 of the Rehabilitation Act and applicable A.D.A. legislation will be ensured prior to the beginning of the course."

9. Are additional resources or clerical support needed or anticipated to teach this course by distance learning?

Example: "The support of the D.E. and I.T. Offices will be required."

10. What is the class size for this class?

Example: "Class size will be consistent with the current course outline of record (COR) class size memo."