Emergency Distance Education/Online Addendum

Courses listed in the Emergency Distance Education Addendum are available to be offered online only in emergency circumstances. These courses are designated as Fully Online be Mutual Agreement (FOMA) and cannot be scheduled as online courses (whether Fully Online or Partially Online) without the agreement by the area faculty.

Criteria for an Emergency may include mandates from federal, state, county, or city agencies or from the Coast Community College District and Golden West College. Emergency scheduling of a class Fully Online or Partially Online will only apply when in-person classes on campus have been temporarily suspended when the campus is closed to instruction. Use of the Emergency Distance Education addendum is enacted on a semester by semester basis when emergency conditions exist.

Courses offered Fully Online by Mutual Agreement under the Emergency Distance Addendum will meet the requirements for Distance Education courses.   To schedule a course Fully Online or Partially Online permanently in non-emergency situations, individual courses will need to be revised to add a standard DE addendum.

1. <u>Need/Justification</u>
   The Emergency Distance Education addendum covers the listed courses for temporary online instruction when an emergency exists that prevents face to face instruction in person.

2. <u>Delivery Methods</u>
   Hybrid (combination of online and live online virtual instruction)
   Online (NO mandatory synchronous requirements)

3. <u>Instructor/Student Contact</u>
   This distance education course will maintain quality standards equal to that of the face-to-face course. This distance education course will comply with Title 5 (CA Code of Regulations). It will establish and maintain regular effective contact (REC) and regular substantive interaction (RSI) by including components detailed below to achieve instructor-initiated contact and student-to-student interaction.   This course will also comply with copyright as it relates to distance education and CCCD Board Policy 3750.

   Specific types and frequencies of regular Instructor-Student communication include:

   Announcements – Instructor may post Announcements through the course website to keep students informed of important information and events. The regularity of Announcements will be stated in the course syllabus, course home page, course orientation, welcome email, or other location as specified by the instructor.

   Chat Rooms – Instructor may engage in synchronous interactions with students utilizing technologies such as ConferZoom, Canvas, or BigBlueButton. The type(s) and frequency(ies) of Chat Rooms will be stated in the course syllabus, course home page, course orientation, welcome email, or other location as specified by the instructor.

Discussion Boards – Instructor may utilize discussion boards to ensure regular effective contact between instructor and students and to facilitate interactions between students. The type(s) and frequency(ies) of Discussion Boards will be stated in the course syllabus, course home page, course orientation, welcome email, or other location as specified by the instructor. Groups, peer review, or other activities can be used to meet student-to-student interaction requirements.

Email Communication - Instructor will respond promptly to student messages. The communication policy for this course will be stated in the course syllabus, course home page, course orientation, welcome email, or other location as specified by the instructor. Instructor may utilize e-mail/messaging within the course management system to provide further information to students and to respond to student-initiated questions.

FAQ – Instructor may include a FAQ document/file within the course to clarify course requirements, procedures, and other frequently asked questions.

Resource Links – Instructor may embed Resource Links in course lessons or elsewhere on the course website. Examples include Online Educational Resources (OER), TedTalk, etc.

Scheduled Face-to-Face Meetings – Instructor may include face-to-face meeting with students, providing a virtual alternative to all students.

Telephone – Instructor will make her/himself available for regular effective contact by telephone and/or by holding virtual office hours. Instructor will state in the course syllabus, course home page, course orientation, welcome email, or other location the method and contact hours for the course.

Other – Instructor will utilize additional technologies to ensure adherence to the Golden West College Academic Honesty Policy. This course will ensure student identity authentication through the use of technology such as Respondus Monitor, ConferZoom, or other form of verification.
If you're not requiring discussion boards then what other types of student to student interaction do you provide? Be sure to specify in the "Other" section if you use Groups, Peer Review, or other activities that meet the student to student interaction requirement.
Instructor may utilize additional means to facilitate communication, interaction, and the attainment of course objectives.

4. <u>Accommodations for Students with Disabilities</u>
   Courses offered in the Emergency DE addendum will accommodate students with disabilities.
   The Course Management System has been designed to be compliant with requirements for access by students with disabilities. Instructors will ensure that course materials are compliant with the American Disabilities Act (ADA) and presented in a manner that allows full access and participation by disabled students. Students with disabilities will coordinate with the college's Disabled Students Services (DSPS) for additional accommodations.

Emergency Distance Education Course List (by department)

Discipline Name:	
Form Prepared by:	

Courses Approved for Emergency Distance Education:	
Please list courses in your department that are approved to be offered online in an emergency.	
Course ID:	Course Title:

Please add additional rows if needed.

Courses Not Approved for Emergency Distance Education:	
Please list courses in your department that should not be offered fully online in an emergency.	
Course ID:	Course Title:

Please add additional rows if needed.