

## Distance Education/Online Addendum Recommended Language

Please do not check the For Emergency Campus Closure box (this field is for use at OCC only). Submitted Distance Education addendums through CurriCUNET will allow a course to be offered as Distance Education as a regular course offering (not emergency only). To allow courses to be taught in DE for emergency only, please list these courses in the Emergency DE Addendum list.

1. **Delivery Methods** <Only choose Hybrid and/or Online. If you choose only one option, please explain why in the Need/Justification area under item 1.>

- ✓ Hybrid (A combination of online and face to face)  
Live Interactive 2-way
- ✓ On-line (NO on campus requirements)  
Telecourse  
Other

2. **Need/Justification** <Please cut and paste the following statement into the Need/Justification area. Additional language may be added.>

Offering this course utilizing distance education technology will provide greater flexibility and increase availability for students.

3. **Instructor/Student Contact** <Please cut and paste the following statement into the area for Instructor/Student Contact. Then complete the drop down boxes to specify interaction types in item 7. Additional language may be added.>

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.

## 4. **Technical Issues**

Are additional resources required to offer this course in a distance learning mode?

<Please select one of the following examples, as applicable to your course. Additional language may be added>

- Students must have access to a computer with a reliable internet connection and which is compatible with the current Learning Management System during this course.
- Students must have access to a PC, Mac, iPad, or Chromebook, a webcam and microphone and will download and utilize the program Respondus Monitor during this course. Not all devices may be compatible with Respondus Monitor.

- Students must have \_\_\_\_\_ software downloaded onto a computer for use during this course.

**5. Accommodations for Students with Disabilities** Will this course, as designed, accommodate students with disabilities?  **Yes** No (Faculty **MUST** check **YES** and only **YES**.)

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.

**6. Material Fees**

Are material fees required for any non-distance learning sections of this course? Yes No

Are material fees required for any distance learning sections of this course? Yes No

(Please be sure the materials fees box is consistent with the Course Outline of Record Materials fees.)

**7. Instructor-Student Contact (Drop Down Choices)**

< Before completing the following Drop Down Choices, please refer to attached Golden West College Distance Education Regular and Substantive Interaction and Regular and Effective Contact (RSI/REC) Guidelines to ensure that this Distance Education course incorporates required RSI and REC. It is also strongly recommended that you access and read Golden West College's Distance Education Handbook located on Sharepoint, Distance Education, Faculty Resources to learn about federal, state, accreditation and district board requirements so that this course is fully compliant. To aid in this, the following language is not meant to be a rigid requirement that becomes a meaningless task but rather a guideline to help instructors utilize mechanisms to incorporate regular effective contact and regular substantive interaction. Faculty are encouraged to add additional language which further explains means of establishing REC and RSI. More information and resources about Copyright can be found in the GWC Distance Education Handbook, pages 8-9 and Coast Community College District 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.

<Advise "may" for most interaction items, otherwise you must have them>

<Additional language may be added by faculty.>

**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.

<Additional language may be added by faculty.>

**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.

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.

<Additional language may be added by faculty.>

**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.

<Email Communication must be "will" respond. The specific time frame must be stated in the posted communication policy.>

<Additional language may be added by faculty.>

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

<Additional language may be added by faculty.>

**Resource Links** – Instructor may embed Resource Links in course lessons or elsewhere on the course website.

<Examples include Online Educational Resources (OER), TedTalk)

<Additional language may be added by faculty.>

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

<Additional language may be added by faculty.>

<Any mandatory face-to-face meetings require the course be “Hybrid”>

**Telephone** – Instructor will be 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.

<Additional language may be added by faculty.>

**Other** – Instructor will utilize additional technologies such as \_\_\_\_\_ to ensure adherence to the Golden West College Academic Honesty Policy.

(Examples include Turnitin)

This course will ensure student identity authentication through the use of technology such as Respondus Monitor, ConferZoom, or other form of verification.

<Examples include on campus hours (hybrid courses ONLY); technologies such as Respondus Monitor; virtual student presentations>

<Examples for “other” include ConferZoom conferencing, online student presentations>

Instructor may utilize additional means to facilitate communication, interaction, and the attainment of course objectives.

<Examples of additional means include instructors’ lectures in a written, audio, or video format; online chats and/or telephone conferencing; Skype; Zoom; blogs, document sharing, virtual presentations, document sharing sites.>

<Additional language may be added by faculty.>