

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.

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)
LiveInteractive2-way
- ✓ On-line (NO on campus requirements)
Telecourse
Other

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.

Instructor/Student Contact <There are 2 steps to complete for this requirement. **First**, cut and paste the following statement into the area for Instructor/Student Contact. **Second**, complete the drop down boxes by clicking "Instructor-Student Contact" in the Course Checklist to specify interaction types, then copy/ paste the blurbs for each type. You'll find the blurbs below in Step 7. Additional language may be added.>

This distance education course will maintain course 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 and substantive interaction (RSI) by including components detailed below to achieve instructor initiated contact and interaction and among students where applicable. This course will also comply with copyright as it relates to distance education.

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 Canvas compatible computer with a reliable internet connection.
- Students must have access to a Canvas compatible device such as a PC, Mac, or Chromebook. They must also have access to a webcam and microphone. This course uses Respondus, a proctoring software, that will need to be downloaded for the duration of this course.
- Students must have _____ software downloaded onto their computer for the duration of this course.

Accommodations for Students with Disabilities Will this course, as designed, accommodate students with disabilities?

X 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.

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.>

Instructor - Student Contact (Drop Down Blurbs)

< Before completing the following drop down choices, please refer to the Golden West College Distance Education Regular and Substantive Interaction (RSI) Guidelines to ensure that this Distance Education course incorporates required RSI. It is also strongly recommended that you refer to Golden West College's Distance Education Handbook located on GWC's Distance Education Website to learn about federal, state, accreditation, and district board requirements so that this course is fully compliant. The following language is not meant to be a rigid requirement but rather a guideline to help instructors incorporate a variety of ways to incorporate RSI in their DE courses. More information and resources about Copyright can be found in the GWC Distance Education Handbook and Coast Community College District Board Policy 3750.>

Specific types and frequencies of Regular Instructor to Student Substantive Interaction include a variety of the following:

<Advise "may" for most interaction items, otherwise everyone teaching the course **must** have them>

<Additional language may be added by faculty for any and all of these.>

Blurbs

1. Announcements

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

2. Chat Rooms

Instructor may engage in synchronous interactions with students utilizing technologies such as Zoom or Canvas. 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.

3. Discussion Boards

Instructor may utilize discussion boards to ensure RSI between instructor and students and to facilitate interactions among students where appropriate. The type(s) and frequency(ies) of

Discussion Boards may be stated in the course syllabus, course home page, course orientation, welcome email, or other location as specified by the instructor.

4. 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.>

5. FAQ

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

6. Resource Links

Instructor may embed Resource Links in course lessons or else where on the course website.

<Examples include Online Educational Resources (OER), TedTalks, GWC Library Resources>

7. Scheduled Face-to-Face Meetings

Instructor may include face-to-face meetings with students, providing a virtual alternative to all students such as CCCD Zoom.

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

8. Telephone

Instructor may be available 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.

9. Other

Instructor may 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, CCCD Zoom, or other form of verification.

Instructor may utilize additional means to facilitate communication, interaction, and the attainment of course objectives including instructor lectures in written, audio, or video format, document sharing, and virtual presentations.

Individualized Feedback on Assignments

<Please cut and paste the following statement into the Individualized Feedback on Assignments area. Additional language may be added.>

Instructor will provide individualized feedback on assignments to incorporate required RSI.

Student-Student Contact (Best Practices)

<Please type in the best practices for student-student contact.>