

From: [Copeland, Mary J.](#)
To: [SBVC Faculty Chairs](#); [SBVC VPI Deans](#); [SBVC Full Time Faculty](#)
Cc: [Humble, Dina](#); [Yarbrough, Kay Dee](#)
Subject: Distance Education Addendums
Date: Thursday, September 17, 2020 9:24:00 AM
Attachments: [Distance Education Addendum.docx](#)
[Distance Education Emergency Addendum.docx](#)

Colleagues,

As you know, SBVC will remain remote for the Spring 2021 semester.

If you have a course that has not yet been DE (Distance Education) approved, and you plan to offer that course this Spring, please submit a DE addendum no later than November 1.

If your addendum was already approved by the curriculum committee, there is no need to submit another one. The addendum is still effective.

Also, please note that as courses move through the regular content review process, DE addendums will be reviewed as part of that process. If your course was approved for DE in the past, you will be asked to update the Distance Education portion with the current addendum.

There have been slight changes to the addendum and we ask that you use the ones that are attached to this email. If you have already submitted an Addendum that is still going through the approval process, you do not need to fill out a new addendum.

Let me know if you have any questions.

Mary Copeland
Faculty Co-Chair, Curriculum