



San Bernardino
Valley College

MEMORANDUM

TO: SBVC Full-Time Faculty, Department Chairs, Division Deans
FROM: Mary Copeland, Curriculum Committee Co-Chair
Davena Burns-Peters, Distance Education Co-Chair
Margaret Worsley, Distance Education Co-Chair
CC: Dina Humble, Vice President of Instruction
Date: April 17, 2020
Subject: Distance Education (DE) Addendums

We have revised the DE approval process and DE addendums. Please see the attached forms. The instructions are below:

1. There are two different addendums now available. You can choose the regular addendum, which will grant permanent status as an online offering.
2. You can choose an “emergency addendum” which grants the online offering for a limited time, namely summer and/or fall 2020.
3. NOTE: The Curriculum Committee uses the same standard and criteria to review and approve “emergency” addendums as standard ones. All addendums, emergency or otherwise, must be in compliance with Title 5, ACCJC, articulation and state guidelines.
4. **The deadline to submit addendums for summer course offerings is May 1.**
5. **The deadline to submit addendums for fall course offerings is June 15.**
6. If you have questions about specific information on the forms, contact Maggie Worsley, mworsley@sbccd.cc.ca.us, Davena Burns-Peters dburns@sbccd.cc.ca.us or Mary Copeland.
7. Email your final submissions to Kay Dee Yarbrough. kyarbrough@sbccd.cc.ca.us

Note: the new addendums include the new acronyms supported by ASCCC: The definitions are taken from the ASCCC website. They are:

Fully Online (FO) - 100% online. Instruction involving regular and effective online interaction that takes place synchronously or asynchronously and is supported by online materials and activities delivered through the college's learning management system, and through the use of other required materials. All approved instructional contact hours, including online proctored assessments, are delivered through these online interactions. No in-person assessments are required.

Partially Online (PO) (also known as Hybrid) - Instruction involving regular and effective online interaction for some portion of the approved contact hours that takes place synchronously or asynchronously and is supported by materials and activities delivered in person and online through the college's learning management system, and through the use of other required materials. This would include periodic synchronously scheduled meetings for lecture, lab or testing where the instructor and student are together. Any portion of a class that is delivered online must follow a separate approval process. The approved online portion must meet the regular and effective contact regulation. The class schedule indicates when and where the in-person meetings occur and how many hours are to be completed online. Any scheduled or synchronous online meetings should also be included in the schedule of courses.

Online with in-person Proctored Assessments (OPA) - Instruction involving regular and effective online interaction in which all instruction takes place synchronously or asynchronously and is supported by online materials and activities delivered through the college's learning management system, with in-person proctored assessments. All assessments are offered at approved locations proximal to the student and over a designated range of dates and times. No activities or assessments may be scheduled at a designated time or location.

Fully Online with Mutual Agreement (FOMA) - There is no official ASCCC definition of this yet; however, major science labs would be a good fit here. However, it is a local decision.

Relevant information important to know:

1. The state has given us until December to approve these courses. However, we must submit which courses we will be reviewing by May 22 and July 1, respectively, which is why we are requesting the addendums be submitted by the deadlines.
2. Submitting a proposal for DE delivery does not guarantee approval. The committee will review and vote on the proposal as it does with all curricular proposals.
3. These are departmental decisions.
4. Addendums need to be reviewed by appropriate constituencies, (just as we would in Curricunet), such as department chairs.

FAQ's

1. **How do I know if I should I fill out an “emergency” addendum or a standard one?**
If this is a course that you only plan to offer face-to-face in the fall, but will offer it online if the state requires Valley to go fully online, then fill out the emergency addendum.
2. **Why are the same standards applied to emergency addendums as standard ones?**
The state chancellor's office has informed us that the Department of Education gave us flexibility for the spring semester, but has not offered that same flexibility for summer and fall 2020. Thus, the chancellor's office has been clear that we are to follow our local processes and maintain quality of instruction.
3. **What is the criteria that the curriculum committee uses when making curricular decisions?**
 - a. Need
 - b. Appropriateness to mission
 - c. Curriculum Standards
 - d. Adequate resources
 - e. Compliance

Please let us know if you have additional questions or need help filling out the forms. We are here to help.