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| **COURSE ID:** | **CULART 098** |
| **DEPARTMENT:** | **Culinary Arts Dept.** |
| **SUBMITTED BY:** | **Stacy Meyer** |
| **DATE SUBMITTED:** | **01/14/2022** |

***For additional resources on completing this form, please visit the DE Website:***

[www.valleycollege.edu/onlinefacultyresources](http://www.valleycollege.edu/onlinefacultyresources)

***Title 5 section 55002 requires all courses, or any portion of a course conducted through distance education include regular effective contact between instructor and student. In addition, the Accrediting Commission for Community and Junior Colleges (ACCJC) requires that Distance Education courses ensure that there is "regular substantive interaction" between instructor and student. SBVC's Distance Education Committee has stipulated that the requirements within Title 5 for "regular effective contact" is functionally equivalent to ACCJC's requirement for "regular substantive interaction."***

***Access and communication are equity issues. This form will clarify how these are being addressed in the online course format.***

1. **Please select the distance education method that describe how the course content will be delivered. These definitions have been pulled from the ASCCC Resolution 09.06 of Spring 2019.**

**Check ALL methods that will be used for offering this course, even if previously approved.**

FO – Fully 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 using other required materials. All approved instructional contact hours, including online proctored assessments, are delivered through these online interactions. No in-person assessments are required.

PO – Partially Online: 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.

OPA – Online with In-Person Proctored Assessments: 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.

1. **In what way will this course, being offered in distance education format, meet the needs of the campus?**

**(Ex: Student Access, Campus Strategic Plan, Campus Mission Statement, Online Education Initiative (OEI), Student Equity, Student Needs). Please be specific.**

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| **This course is a work experience class. This course only meets in-person for the initial meeting and after the students work in the industry for course credit. The online component is set up so that students can submit time sheets, goal sheets and reports requested by the instructor. The instructor visits the students work site once or twice during the semester to check in with the students work supervisor to make sure the student is on task to complete the agreed upon objectives.** |

1. **If OPA is marked above, indicate how proctored exams and assessments will be conducted.**

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| N/A |

1. **How will the design of this course address student accessibility? Are you including any of the following?**

Captioned Videos

Transcripts for Audio Files

Alternative Text for Graphics

Formatted Headings

Other – If other, please explain.

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1. **Provide a specific example of how the instructor will provide synchronous office hours for distance education students? (Ex: Online Conference Tool, Cranium Classroom, Zoom, Pisces, Skype, etc.)**

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| **The instructor will hold synchronous office hours for students upon request by the student. Synchronous office hours are done via zoom.** |

1. **Provide a specific example of how this course’s design ensures regular and effective *instructor-student* contact? (Ex: Threaded discussion forums, weekly announcements, instructor prepared materials, posting video and audio files, timely feedback on exams and projects, synchronous online office hours, synchronous online meetings, synchronous online lectures, etc.)**

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| This course is such that there is not regular and effective instructor student contact. If the student needs to speak with the instructor, then the student must email the instructor to set up a zoom meeting. If the instructor is on campus, then the student can make an appointment to meet with the instructor in person.  The student must turn in monthly, weekly, or bi-monthly time sheets, whatever the instructor requests the students do to complete the requirements of the class. The submission of forms is set up in canvas. The instructor can give timely feedback to the student when the students submit forms. If the instructor assigns projects, or weekly discussions then those would have timely feedback from the instructor as well. |

<https://www.valleycollege.edu/online-classes/faculty-resources/reg-effective-contact.php>

1. **Provide a specific example of how this course will ensure regular and effective *student-student* contact?**

**(Ex: Threaded discussion forums, assigned group projects, threaded discussions, peer-to-peer feedback, synchronous online meetings, etc.)**

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| **Bi-Weekly discussions or projects that have peer feedback components would create the student – to- student contact. The instructor will set the discussions up on the canvas page.** |

<https://www.valleycollege.edu/online-classes/faculty-resources/reg-effective-contact.php>

1. **Describe what students in this online version of the course will do in a typical week on this class. Include the process starting after initial log in.**

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| **In a typical week the students in this course would check for weekly announcements from the instructor, complete any discussion or projects assigned, read feedback from the instructor regarding those discussions or projects and work at their job in order to complete the goals set up between their work supervisor, instructor and the student.** |

1. **Provide a sample statement that could be included in the syllabus for this course that communicates to students the frequency and timeliness of instructor-initiated contact and student feedback.**

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| **This course includes the student to set goals within their work environment, complete instructor assigned discussions and projects. The student must turn in monthly timecards as directed by the instructor. The instructor will communicate weekly through announcements on the class canvas page. If you need to meet with the instructor please email smeyer@valleycollege.edu for any appointment.** |

1. **How will you design and deliver your course to ensure disproportionately impacted students are reflected in your course content, and what communication methods do you plan to employ to ensure they remain engaged and succeed in your course with full access to all course materials and tools?**

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| This course will include instructor created materials, formatted headings, and weekly communication. There is no textbook for this course. All materials needed for this course will be provided by the instructor. To be successful in this course the student will have to turn in all requested materials in a timely manner as directed by the instructor and complete the necessary work hours expected to be worked in order to pass the course. |

1. **Does this course include lab hours?**  No  Yes – If yes, how are you going to accommodate the typical face to face activities in an online environment?

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| **Off site lab hours. I am not sure they are really lab hours. Students must complete a pre-determined number of hours at their job in order to be granted a grade.** |

1. **How will you accommodate the SLO and Course Objectives in an online environment?**

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| **SLOs are in place and will be completed in an online environment as they always are.** |

1. **Are modifications needed to SLOs or Course Objectives in order to teach this course in the online modality?**

**No  Yes –** If yes, please explain the changes needed.

*(It is advised that if you are changing course content or objectives that you speak with the Curriculum Co-Chair or Articulation Officer for guidance moving forward)*

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**To be completed by a member of the Curriculum Committee Review Team:**

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| **CURRICULUM CHAIR REVIEWED:** |  | **YES  NO** |
| **DE REVIEW:** |  | **YES  NO** |
| **CURRICULUM COMMITTEE DIVISION REPRESENTATIVE REVIEWED:** |  | **YES  NO** |