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| **COURSE ID:** | **CULART 161** |
| **DEPARTMENT:** | **Culinary Arts** |
| **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 has a lecture and lab component. The lab and lecture would normally both be offered face to face however with the covid concerns and closure of the campus the lecture will need to be taught online. This could be done within a normal semester as well. This course will be offered a synchronously via zoom. This will meet the needs of the students because lecture and lab are scheduled 20 minutes apart. With the campus being closed and all lectures being moved to an online format the students will not have time to come to campus for their lab class as scheduled.** |

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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| **Synchronous office hours will be held via zoom. Students will also see the instructor in the lab setting once a week. If the student would like to speak with the instructor one on one, then the student is given instructions in the syllabus regarding office hours and how to request a meeting with the instructor.** |

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 will ensure effective instructor – student contact because the lab portion of this course is in person however the instructor post instructor prepared materials, post videos, and give timely feedback on exams or homework that has been completed by the student. The instructor will also assign threaded discussion forums weekly. The instructor sends weekly announcements if not by weekly announcements to all students. Synchronous office hours are also offered. |

<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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| **This lab is in-person so the students will have the opportunity to work together in the lab setting. There is also peer to peer feedback on all discussions assigned in canvas.** |

<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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| **The typical week would look something like this: Student would be greeted from an announcement in their email from the instructor. Students would view the instructors zoom video that gives instructions for the week. Student would read and post assignments on or before the due date. The instructor would give timely feedback to each student regarding assignments. Students would report to lab class for in-person instruction, or if lab was not able to be held in-person the students would receive guidance from the instructor regarding what additional homework assignments would need to be completed.** |

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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| **Hello students, in this course the lectures will be held asynchronously. The instructor will create zoom meetings and post so you can watch the lectures at your leisure. Expect weekly announcements from your instructor briefing you on what the week will consist of and any expectations he/she may have. The instructor will also want to hear from you at your earliest convenience if you have questions of any kind regarding the course, homework, exams, or projects. Please feel free to email me at smeyer@valleycollege.edu.** |

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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| The canvas page will have instructor created material available to all students. The instructor also posts related videos that are captioned for all students to view. Textbooks are linked to the canvas page accessible to all students. The communication methods used will be captioned videos, post synchronous and asynchronous zoom lectures with transcripts. If graphics are used, then the graphics will have alternate text. Formatted headings are used on all correspondence. If any articles are used in class those will also be posted in canvas for all student access. |

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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| **I do not plan to hold the lab courses in an online setting however if there are extenuating circumstances then the plan is to create videos for the students in zoom and post so that the students can see what the lab assignment is for the day and they would have to create a video of them completing the assignment from home.** |

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

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| **SLO’s and course objectives will remain the same in an online environment. The SLOs can be met in an online setting. The lab is where the students can gain skill and practice the information they learned online.** |

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** |