San Bernardino Valley College
DISTANCE EDUCATION ADDENDUM

COURSE ID:	**Aero 053**
DEPARTMENT:	**Aeronautics**
SUBMITTED BY:	**David Casillas**
	06/11/2020

For additional resources on completing this form, please visit the DE Website:
www.valleycollege.edu/onlinefacultyresources

1. **Please select the distance education method that describe how the course content will be delivered.**
   Check ALL methods that will be used for offering this course, even if previously approved.
   - ☒ FO – Fully Online
   - ☐ PO – Partially Online
   - ☐ OPA – Online with In-Person Proctored Assessments
   - ☐ FOMA – Fully Online with Mutual Agreement

2. **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.

   The Aero 053 course will be offered online only. A well-supported distance education program will support the college's mission statement and prepare students from diverse background to succeed academically and prepare the student to sit for the FAA Private Pilot Airplane Knowledge test. In addition to the services that distance education provides to our students, DE offers the college an eco-friendly means of maintaining, supporting, and expanding programs through a wide spectrum of educational experiences flexible methodologies, and support services.
   Tutorials and interactive web-based computer simulations can be used to facilitate content related to key learning objectives. Publisher and/or instructor prepared simulations and animations may also be provided to reinforce key content areas. A videoconferencing tool such as Zoom, or Google Hangouts can be used to record individual video presentations, interactions, and other role play scenarios which students can submit to an assignment or share in a discussion.

3. **Will this course require proctored exams?**
   - ☒ No
   - ☐ Yes - If yes, how?

4. **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.

5. **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.)**

Regular effective contact will be provided by using Canvas, email, phone, voicemail, online discussion, video conferencing, and the use of ConferZoom. Furthermore, designated online office hours will be held regularly and immediate response to students' queries and/or feedback on work products will be provided by the instructor.

Scheduled face-to-face synchronous or asynchronous meetings will be determined by the instructor based on the offering of the course. The instructor will meet students face-to-face during scheduled laboratory periods to conduct FAA approved projects as well as to discuss difficult concepts.

Email Communication - Students will be contacted via the announcement feature, email, voice mail, telephone contact or face to face meetings (if needed), virtual office hours, and/or Confer Zoom. Immediate response to students' queries will be provided within 48 hours excluding weekends and holidays.

Voice mail - Voice mail will be utilized to respond to students during non-office hours. Students will may leave a voice mail. Either a phone call or email response will be provided to deliver the requested information and/or address students' concerns or issues.

6. **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.)**

Orientation at start of course - A "Welcome Letter" as well as the class syllabus introducing the course, its structure, required texts, along with academic support resources such as navigation of the Course Management System (CMS) will be made available to students via email and prior to the start date of the course. The instructor will also provide an overview of online instruction, grading criteria, and the importance of communication between student and instructor.

Synchronous and asynchronous Zoom lectures, chat opportunities and threaded discussions trough canvas will be provided with instructor participation. The instructor will post weekly announcements (or more frequent if necessary) in the CMS regarding course assignments, schedule of activities, and any other important information to keep students informed. Videos will be posted to provide subject matter information as well as class discussion opportunities. Timely response to students' questions and or concerns will be provided within 24 hour excluding weekends and holidays. Furthermore, designated online office hours will be held using video conferencing. Interaction with other students and the instructor will also be accomplished using online discussions, chat rooms, and the use of Confer Zoom break out rooms. Feedback and comments on all grading will be through the CMS assignment feature.

7. 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, Notebowl, peer-to-peer feedback, synchronous online meetings, etc.)

Group discussions will be facilitated as well through zoom in break out rooms. Students will discuss subject matter presented by the instructor through critical analyses and return to the zoom room to further discuss their conclusions, comments or further questions in an open zoom room for the whole class.

A chat room type of discussion board will be posted to the CMS to encourage students to interact and work together on class assignments. The open discussion forum will be used for students to post questions and answers to one another. Students asking questions general in nature will be directed by the instructor to an interactive threaded discussion forum; dedicated to administrative questions about the course (i. e., Question and Answer Forum). The instructor will moderate the chat room and provide feedback as needed through the CMS within 24 hours excluding weekends and holidays.

Students will be required to respond to questions posed by the instructor and post responses to peer students' reflections within a specified time frame. The written responses will assist in evaluating the student's ability to explain course concepts quantitatively, qualitatively, and through mixed methods such as observations and written work. Evaluation will be based upon student's participation in the student-student contact.

8. 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.

Student will access Canvas for the assigned training module. Training module will have required reading assignments, homework for the week as well as the assigned videos for weekly discussion. The student will log onto Confer-zoom for synchronous or asynchronous lecture.

Student will take the online quizzes and or subject matter tests. Discussion will be threaded in CANVAS, comment on what you have learned within the chapter, review 2 classmates discussions and reply to each of them with your thoughts and relation to the critical points or point of the covered material. Weekly study guides will be made by students or handed out by instructor.

There will be a weekly Homework and threaded discussion with a rubric

The student will be required to check canvas for announcements on a regular basis (bi-weekly)

The list of assignment for the week include

     1: Reading assignments

     2: Homework

     3: Lecture

     4: Discussion board

     5: Quiz and or Test for required subject matter

     6: Study Guides

     7: Quiz and or test review

9. 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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> Your success in the course is important to me. Please do not hesitate to contact me if you have any questions or concerns with the course material, or any questions related to your success in this course.
>
> Weekly attendance and participation are very important to your success in this course. Your attendance will be documented as per Federal Aviation Administration rules and policies in order for you to receive the required FAA hours.
>
> Email is the primary means of communication in this course. You may also leave a voice mail on the number on this syllabus. Office hours are also available via Confer-Zoom.
>
> E-mails will be answered within 24 hours M-F . I check emails throughout the day and responses to questions or concerns will usually be before 24 hours.
>
> Instructor initiated communication will be through Canvas announcements twice a week unless the subject matter requires more.

10. **Provide a specific example of how regular and effective student-student interaction may occur in this online course.**

> Collaborative learning groups involving synchronous and/or asynchronous communication will allow students to discuss subject matter in Zoom break out rooms and through discussion boards.
> Student discussion of assigned reading materials (textbooks, instructor-generated hand-outs, and supplementary reading materials) may be achieved either via discussion boards with other students or the instructor, threaded Canvas discussions with other students and the instructor. Evaluation and grading will be based upon student's pa comprehension of educational content areas as per syllabus grading criteria.

11. **Provide a specific example of how regular and effective instructor-student interaction may occur in this online course.**

> Weekly class attendance via Zoom lectures synchronous , asynchronous and threaded discussions.
> The instructor will create threaded discussion forums or Course Content Boards with dialogue-based questions and investigative prompts. Students will be required to respond weekly to discussion questions posted to CMS by the instructor and respond or comment to at least two student posts on the discussion board per week. The instructor will moderate and actively participate in facilitating, responding to, and evaluating the discussions electronically. Grading of assignments will be within 3 days of the assigned due date. Feedback will be provided through emails, through canvas comment portion for individual assignments.
> Accessible multimedia presentations authored by industry professionals will be utilized to enhance student comprehension and expose students to specific aviation subject matter in today's aviation industry.
> All audio-visual content will be linked or embedded within the Announcements, Assignments, Discussions. Films will be closed captioned and all audio will offer a transcript when possible. Instructor and class interaction will follow after viewing.

12. **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?

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

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All SLO's will be assessed using Federal Aviation Administration type test questions. Subject matter questions will be specific to advisory circulars, regulations, Aeronautical Information Manual.
Homework and subject specific essays will be submitted as a file upload to Canvas , or email.

14. **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.)

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

CURRICULUM CHAIR REVIEWED:		☐ YES ☐ NO
DE REVIEW:		☐ YES ☐ NO
CURRICULUM COMMITTEE DIVISION REPRESENTATIVE REVIEWED:		☐ YES ☐ NO