



San Bernardino

Valley College

DISTANCE EDUCATION ADDENDUM

COURSE ID:	CIT 050
DEPARTMENT:	CIT
SUBMITTED BY:	Reginald Metu
DATE SUBMITTED:	5/15/2020

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.

This course will meet all the “Student Access, Campus Strategic Plan, Campus Mission Statement, Online Education Initiative (OEI), Student Equity, Student Needs” requirements just precisely like its face-to-face equivalent. The course is accessible to all students, and every student has the same chance to participate. Introduction to Digital Forensics course is offered to diverse students’ population and meets the requirements of our Digital Forensics Certificate. The course, therefore, supports all the core mission and values of the college.

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.



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The course is designed with disabled students' accessibility in mind. The course design will incorporate the checked mark above in #4, making sure the entire course adheres to the provisions of Senate Bill 508, and other disability laws, as it relates to instructional design, learning and disabled students' access.

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.)**

I will utilize zoom and conduct my class in the same manner I have done for face-to face course.

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.)**

I will schedule a weekly Zoom meeting with the links communicated to the students each week. I will publish weekly virtual office hours in Zoom and will email students the time and days I will be available. I will respond to the student email within 24 hours. I will maintain a zoom office each with published times and how students can connect and meet with me during the zoom office hours.

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

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.)**

I will provide a Threaded discussion board area for the students in Canvas in topic pertinent to the course of study. Students will have the opportunity to comment on each other's postings and will be encouraged to provide helpful suggestions and advice to each other. I may also utilize zoom group meeting features where students can be grouped into smaller groups to solve real-time problems in their subgroups in the Zoom class.

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.**

My students will access Canvas daily, read weekly activity notes from the instructor, which outlines all the activities. Students will note scheduled Zoom lecture times for the week, and students will complete labs and assignments on canvas. Students will respond to discussion topics and comment on their peer responses. Students will ask questions pertinent to the topic covered during and after zoom class meetings in my CIT 055.

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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All communication between students and the instructor will go through the Canvas Messenger, zoom chat, and through Valley College assigned email. I will respect student opinion and their rights to be had, and students will have the chance to express themselves and ask question while the lecture is going on in zoom. I will provide students with feedback on any assignment submitted within 24 hours. students will be able to view your feedback in Canvas, by clicking the Grade link, or Assignment link.

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

I will provide a Threaded discussion board area for the students in Canvas in topic pertinent to the course of study. Students will have the opportunity to comment on each other's postings and will be encouraged to provide helpful suggestions and advice to each other. I may also utilize zoom group meeting features where students can be grouped into smaller groups to solve real-time problems in their subgroups in the Zoom class.

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

I will schedule a weekly Zoom meeting with the links communicated to the students each week. I will publish weekly virtual office hours in Zoom and will email students the time and days I will be available. I will respond to the student email within 24 hours. I will maintain a zoom office each with published times and how students can connect and meet with me during the zoom office hours.

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?

I will do demo lab for students using zoom. Student will access, complete and submit assigned lab activities for the course in Canvas and textbook vendors related sites, like McGraw Hills Connect or SimNet.

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

There will be no extra effort to accommodate the SLO or meeting course objectives for this course.

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.)

None



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

CURRICULUM CHAIR REVIEWED:		<input type="checkbox"/> YES <input type="checkbox"/> NO
DE REVIEW:		<input type="checkbox"/> YES <input type="checkbox"/> NO
CURRICULUM COMMITTEE DIVISION REPRESENTATIVE REVIEWED:		<input type="checkbox"/> YES <input type="checkbox"/> NO