



DISTANCE EDUCATION ADDENDUM

COURSE ID:	CULART 040
DEPARTMENT:	Culinary Arts
SUBMITTED BY:	Stacy Meyer
DATE SUBMITTED:	06/5/2020

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 the campus needs in that it will allow student access, it fits into the campus strategic plan, the Campus Mission statement, to provide quality education, and to the student equity and student needs also.

- 3. Will this course require proctored exams?**

- No
- Yes - If yes, how?

This is a hybrid course and students will be given a face to face final so they can show the instructor that they learned the SLO or SLO's for the course.

- 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.

If interpreters are needed, then the instructor will contact DSPS and make arrangements.



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- 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.)**

The instructor will hold synchronous zoom meetings or whichever synchronous tool the instructor feels comfortable using for lectures and office hours.

- 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.)**

Instructor student contact will take place weekly using the following: Threaded discussion forums, weekly announcements, instructor prepared material, timely feedback on exams, projects, and assignments, posting videos, synchronous and asynchronous office hours, and communication to the students. Also, in face to face portion of the course which is the lab portion. The lecture portion of this course will be fully online.

<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.)**

Student to student contact will take place on a weekly basis in threaded discussion discussions, Peer to peer feedback, synchronous online meetings and in the face to face labs.

- 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.**

The students would login to Canvas open the weekly module, watch videos, read instructor generated material, and complete assignments during the week. The student will also attend this face to face lab with the instructor on campus each week for the duration of the course. The reason this is a hybrid course is due to classroom space. It is easier to have the lecture online and the labs face to face.

- 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.**

This is a hybrid course with face to face with scheduled lab meetings four times a week. The lecture portion of this course will be online. During this course, the instructor will be working closely with students in the online portion and the face to face lab portion of class. The online lecture portion of this course will have zoom lectures once weekly and the instructor will give timely feedback on all submitted assignments. The instructor will have scheduled office hours via zoom twice weekly.

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



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Student to student interaction will take place in the face to face lab and weekly in the online portion of the course in the threaded discussions and peer to peer feedback.

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

Instructor to student interaction will take place weekly in the face to face labs and on the zoom lecture meeting that will take place once a week. In addition, interaction students will interact with the instructor within speed grader and chat in canvas. The instructor will give the student feedback within a 24 -hour period. The instructor will be available to the student in the face to face labs and in synchronous office hours which will be set up to be by appointment only.

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?

The lab will be held face to face. If the campus closes and the lab is moved online then the instructor will record him or herself doing a demo of the weekly lessons and posting for the students to use as an example of what they need to do for the lab portion of the course for the week. Students would then join a synchronous meeting to discuss and show other students their project and how it turned out. Students can talk to each other about the issues they had creating the project. The online lecture portion of the course would remain the same.

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

SLO's will not change in this format.

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:	Mary Copeland	<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