



DISTANCE EDUCATION ADDENDUM

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| COURSE ID: | CULART 044 |
| DEPARTMENT: | Culinary Arts |
| SUBMITTED BY: | Stacy Meyer |
| DATE SUBMITTED: | 06/05/2020 |

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 be offered Synchronously and Asynchronously using Canvas and Zoom. This course offered online will meet the needs of the Campus Strategic Plan by freeing up classroom space and parking spaces on campus. Campus Mission statement. Student Access, students will have access to the culinary lecture courses which will increase enrollment. The program is not going to meet Online Education Initiative due to lack of quality free textbooks.

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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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 provide synchronous office hours via zoom.

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.)

This course is designed to have regular and effective instructor – student contact throughout the course. Contact will take place in synchronous office hours via zoom, course lectures via zoom, instructor prepared materials, posting videos and audio files, timely feedback on exams, projects, and class assignments. Instructor to student announcements, instructor to student welcome.

<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 be done using weekly discussion boards, peer to peer feedback on each discussion and synchronous meetings and in the zoom lecture.

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 first thing the students will see from the instructor each week will be the weekly announcement that goes over weekly expectations. The students will meet with the instructor on Wednesdays for a zoom lecture. After the lecture, the students will access canvas and open the weekly module, once in the module the student has access to instructor generated notes, lecture pages, discussions, quizzes, or exams. The student would complete the assignments and submit by the deadlines set up in the modules. Students could meet with the instructor during office hours if they need to. Students will take part in the weekly discussion and reply to two of their peer's discussions. The module may include a project for the student to complete and video as part of their grade.

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 class will meet via zoom once a week for lecture. After viewing the lecture students should be prepared to complete all assigned homework modules by the designated date determined. For this course students will need a computer with a camera or a smart phone that can record project outcomes. Weekly homework assignments will also be included in this course. The instructor will initiate contact with the student via zoom once a week for the lecture and if the student needs assistance or has questions the instructor will meet with the student in zoom meeting office hours. The instructor will send out a weekly announcement to all students. Before the class starts the instructor will send out a welcome letter to the class. The instructor will give feedback in a timely manner using



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speed grader. The instructor will also open the chat on canvas so he/she can respond to any student questions or issue quickly.

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

Student to student interaction will take place weekly in a student discussion that will be assigned as part of the homework, Students can also interact during the lecture at designated times. There will be peer review on projects assigned in the weekly demonstration/ lecture. It is encouraged that students discuss the projects and assignments to gain the teamwork aspect of working in a classroom together.

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

Student -instructor interaction will take place several times a week, During the zoom lectures, synchronous office hours, during the zoom demonstrations and through canvas while giving feedback on completed assignments. Students are always welcome to text, call or zoom with the instructor if they need further assistance. The instructor will also send out weekly announcements to further engage the students. A welcome letter will go out one week before class starts to make sure all students are on the same page when class starts. The instructor will answer all questions students may have within a 24- hour period.

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?

The SLOs for an online course will remain the same as a face 2 face course. The instructor will need to make sure to build projects, course work and discussions around the SLOs and Course Objectives. All quizzes and exams will measure SLOs throughout the course. If students are not passing the SLOs based on the quizzes, exams and class projects the instructor will contact the student to see how he or she can assist the student.

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:

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| CURRICULUM CHAIR REVIEWED: | | <input type="checkbox"/> YES <input type="checkbox"/> NO |
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San Bernardino

Valley College

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