



San Bernardino

Valley College

## DISTANCE EDUCATION ADDENDUM

COURSE ID:	CULART 160
DEPARTMENT:	Culinary Arts
SUBMITTED BY:	Stacy Meyer
DATE SUBMITTED:	04/07/2020

*For additional resources on completing this form, please visit the DE Website:*

[www.valleycollege.edu/onlinefacultyresources](http://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 is a lecture lab course and can be adapted to become a Hybrid course meeting the following DE requirements and needs of the campus. Student access, students will have full access to the course throughout the semester, this course will include closed caption, and audio transcripts available.

Campus Strategic Plan, by putting this course partially online the campus can save resources and classroom space. Campus Mission Statement – by putting this course partially online it will meet the campus mission statement.

Student Equity- this course would be made available to any student that wants to take the course. Students will be evaluated during this course equally. The culinary program has always been sensitive to student needs.

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

- No
- Yes - If yes, how?

This course has a lecture and an Online lecture component. The lab component will be a face to face lab that will meet once a week on Mondays. The students will need to meet for 4 hours at the end of the semester to take a face to face final.

**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.



San Bernardino

Valley College

**DISTANCE EDUCATION ADDENDUM**

---



## DISTANCE EDUCATION ADDENDUM

- 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 learning through zoom lectures and zoom office hours. The instructor will schedule office hours weekly on Tuesday, Wednesday and Thursdays from 8:00am-9:00am.

- 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 ensures regular and effective instructor -student contact in the following ways: Synchronous office hours three days a week, Synchronous lectures set up on a normal schedule once a week. Announcements sent out each Monday. Instructor prepared demonstrations, and materials and posted videos. The instructor will give timely feedback on class projects, and assignments daily and in face to face labs on Mondays.

<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 through weekly threaded 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.**

A typical week in this course will be the students will attend face to face lab class on Mondays while the lecture portion is fully online. The student would attend the weekly zoom lecture that will take place Tuesdays at 1:00pm. The student would login to see the weekly modules and what they entail. Read the material suggested, look over any instructor created material, and videos. The student would then submit the assignments in a timely manner. Lastly the students would engage in the weekly discussion and give peer to peer feedback.

- 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 an online Hybrid course and will meet once weekly online and once each Monday for on campus laboratory hands-on. This course will require the student to have a computer with a camera or a smart phone to turn in take part in the weekly zoom lecture and turn in weekly assignments. The syllabus for the course is designed to assist the student throughout the course. The instructor will provide timely feedback on assignments, exams and in the face to face lab.

For face to face portion of this course you will need an NSF approved knife set, black pants (no jeans), Culinary Arts white chef jacket with SBVC culinary arts logo, a white kitchen apron, black chef's hat and slip resistant shoes. These items are required for this course.



### DISTANCE EDUCATION ADDENDUM

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

This course will include student to student discussions and peer to peer evaluations. Other student to student interaction will take place in the zoom lectures and in the face to face labs.

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

This course ensures regular and effective instructor -student contact in the following ways: Synchronous office hours three days a week, Synchronous lectures set up on a normal schedule once a week. Announcements sent out each Monday. Instructor prepared demonstrations, and materials and posted videos. The instructor will give timely feedback on class projects (lab work), and assignments daily. Instructor to student interaction will also take place with instructor-initiated feedback with each student at least twice a week, during office hours, feedback on assignments and in answering questions and concerns students may have. The instructor will also send out an welcome letter to all students one week before class starts to encourage students, and give students vital information regarding the course they are about to enter.

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?

Lab hours will take place face to face on Mondays.

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

The SLOs for this course will remain the same as well as the course objectives. Course modules will be built out with all the information students need to complete the SLOs and course objectives successfully.

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