San Bernardino
Valley College
DISTANCE EDUCATION ADDENDUM

COURSE ID:	**CULART 201**
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

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. <mark>**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.)**</mark>

> **The instructor would hold synchronous office hours for DE students using the following tools: Zoom, Canvas Chat, White Board through zoom if needed. The instructor also accepts calls, texts and emails from all students.**

6. <mark>**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.)**</mark>

> Weekly announcements, threaded discussions, weekly zoom recorded lectures and or synchronous meetings, exams, and projects (group and individual), timely feedback on all assignments, exams and projects. The instructor will also post power points and instructor prepared material.

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

7. <mark>**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.)**</mark>

> **Student to student contact will be done though threaded weekly discussions, one group assignment per course, Peer to peer feedback with threaded discussions as well as synchronous online meetings. Students are encouraged to work together on case studies each week and complete the study questions. Students are also encouraged to study for exams in groups.**

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 for students will be to login to Canvas, check announcements, complete any discussions, projects, assignments the instructor has posted. The student will check in with the instructor via the online synchronous meetings that will occur twice a week, listen to online lectures that have been pre- recorded, and communicate with other students via the discussion boards and peer to peer evaluations. Students will complete designated assignments and submit. The instructor will grade submissions and give feedback directly to the students. If students are working on a group project, there will be communication between the student group. If students need assistance or clarification from the instructor, they may make an appointment to meet with the instructor during office hours or contact the instructor via email or by phone.

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.**

> Culinary Art 201 is a Hospitality management course. This course will require the assigned textbook. In this online course it is important to stay connected and engaged. This course requires students to check in twice weekly to

view new and relevant information concerning deadlines, due dates, online course conferences and other information concerning this course. This course will require the use of San Bernardino Valley College's web-based canvas platform. You will automatically have access to the Canvas platform. There will be video chats, messaging through various platforms, email, canvas, chat, zoom, there will several sessions of group conferences and interaction with me scheduled throughout the course. It is up to you to stay current with the assignments and materials. I am always there to help you with any issues you might have. Synchronous office hours will be scheduled daily during set hours. If you are not able to attend office hours you may email your questions or concerns, and I will get back to you within 24 hours.

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

Students are expected to work with other students on the group project weekly. Student interaction will also occur during synchronous online meetings. Discussion boards will also be a source of student to student communication. There are discussion boards on a weekly basis.

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

Students will receive feedback, at least 3 to 4 times a week, such as after every quiz, and when portions of the projects are due. Students will have access to me every day, and I do respond that day also.

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?

This course does not include laboratory hours.

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

The same way I would in a face to face course. The curriculum is set up to include all SLO and Course Objectives in a way to incorporate student success. Each module of the course will include Course Objectives and at least one SLO. The information given in an online course needs to be laid out so that the student can follow and grasp concepts that might be explained differently in a face to face meeting.

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.)

No changes needed

Mary: #9-Be more specific with how long it will take to return questions. Also, students have to log in every day?

Would it be best for these courses to include a check in online and hybrid so that in the future, if the campus is teaching face to face, the faculty could choose teach lecture online and lab on campus?

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Davena-I agree with the edit suggestion above regarding #9. Will this course require any specific online software or course material in order to make it fully online or will the synchronous meetings be enough? With the recommended edits completed, this addendum should be approvable.

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

Mary_Looks okay.