San Bernardino
Valley College
DISTANCE EDUCATION ADDENDUM

COURSE ID:	CULART 205
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 please omit this checked box. There are no proctored assesments.
    ☐ 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.

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.

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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.

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.

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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.**

> ~~This course meets face to face once a week however Tthe~~ This online course will meet three hours a week for lecture. After the lecture, the students will have a chance to create their own versions of what was discussed and demonstrated in the lecture and or complete the assigned homework from the instructor. This course does not require a textbook. Information for quizzes and exams will come from the weekly lectures, instructor created materials and assignments. Synchronous office hours will be scheduled weekly. Synchronous lectures and demonstrations will be recorded for future viewing or if the student does not have the opportunity to see the lecture live.

Commented [WMH1]: Meeting face-to-face for lectures may not work, at least with our present COVID-19 situation; all lectures being online, with some face-to-face Labs.

Commented [WMH2]: Where will the students be creating their own versions? At home?

Commented [WMH3]: It may also be worth mentioning that these lectures will be recorded and posted in a Module for future access. It is encouraged to provide asynchronous options for online students.

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 twice 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 if the student decides to recreate what the instructor creates in the weekly demonstration/ lecture. Weekly homework assignments will also be included in this course.

Commented [WMH4]: Again it is encouraged to provide asynchronous options for online students. If synchronous components are required, these days and times should be clearly stated on the schedule and syllabus. It's also recommended to give several options to students, for example, if 4 synchronous meetings are required, offer 10 possible days/times the student may choose from.

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 bi-weekly demonstration/ lecture. It is encouraged that students discuss the projects and assignments to gain the team work 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.

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 create a threaded discussion based on student needs.

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:		☐ YES ☐ NO
DE REVIEW:	MW	☒ YES ☐ NO
CURRICULUM COMMITTEE DIVISION REPRESENTATIVE REVIEWED:		☐ YES ☐ NO

Mary: Not quite sure I understand #8 response. The course meets once a week F2F? How is that possible fully online?

Maggie: I'm also concerned with #8. While meeting F2F works with the PO box checked, the concept of required synchronous meetings is disconcerting with no parameters set. Also given that this course is lecture, and we are facing a

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situation with no face-to-face lectures, only some Labs, I think there needs to be an included component of lectures that are recorded and posted so that asynchronous participation is possible.

Mary: makes more sense now

Maggie: Agreed! Thank you for these changes.