



DISTANCE EDUCATION ADDENDUM

COURSE ID:	CULART 225
DEPARTMENT:	Culinary Arts
SUBMITTED BY:	Danny Babin
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. This course has a Mandatory Textbook that is required by the National Safety Organization.

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

- No
- Yes - If yes, how?

The final exam for this course must be face to face and proctored by a certified proctor through the National Safety Organization. This course final is not allowed to be proctored online. This course is not allowed to be taught using zoom or any other synchronous platform.

- 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.)**

Synchronous office hours will be held via zoom for the designated time posted in the syllabus.

- 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 be done using synchronous office hours, canvas chat, threaded discussions, weekly announcements, instructor prepared materials, ServSafe materials design for this course, posting videos. Timely feedback on quizzes and course assignments. This course as mentioned above cannot be taught synchronously due to licensing issues.

<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.)**

This course will have weekly threaded discussions with peer to peer feedback. Depending on the instructor this course may have a group project.

- 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.**

Read textbook. Complete modules pertaining to topical material, which include watching instructional videos and completing quizzes. Engage in discussion board topic by answering initial question and/or responding to peer responses. Synchronous office hours will be scheduled Monday thru Thursday for student questions and concerns. Hours will be posted in the syllabus.

- 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 course informs students about state and local governance regulations for serving food safely, receiving safe food, storing food safely and safe food preparation. This course delves into each bacterium and how to prevent foodborne illnesses. Instructor feedback will be done in synchronous office hours or by email, if email, the instructor may take up to 24 hours to respond. The final for this course will be held face to face. The textbook for this course is ServSafe Manager and must be purchased with an online testing voucher. Synchronous office hours for this course will be Monday thru Thursday from 2:00pm-4:00pm.

- 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 contact will take place while using weekly threaded discussions, group projects, peer to peer feedback, and synchronous meetings.

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 in the following ways throughout this course. Synchronous office hours posted in the syllabus, feedback on threaded discussions, assignments, and projects. Instructor prepared materials will be posted weekly as well as weekly announcements.

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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 and Course Objectives for this course are designed by the State and local health departments. The materials in the course are set up in order to meet the course requirements which in turn meet the SLOs and course objectives of this course. No changes will need to be made to the SLO or Course Objectives for this course while teaching in an online environment.

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:	<input checked="" type="checkbox"/> 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

Mary: This seems fine

Davena: statement “The program is not going to meet Online Education Initiative due to lack of quality free textbooks.” is inaccurate. It meets Online Educational Initiative by being offered online. It does not meet Open Educational Resources



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initiative due to the limited access to zero cost text books and the required book for the course. Please edit this and you are good to go.