San Bernardino Valley College

DISTANCE EDUCATION ADDENDUM

COURSE ID:	**CULART 240**
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 meets the Campus Mission Statement, Student Access, Campus Strategic Plan and Student Equity Needs.
   Student access includes access to all persons who are interested in taking this course. Student equity, this course will include closed caption, transcripts of synchronous meetings, extended exam times for students in need of these items.
   Campus Strategic Plan, this course being taught online opens classrooms to face 2 face courses and saves campus resources.

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.

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 office hours via zoom or using the chat feature in canvas.

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 to student contact will be done through the following: Threaded discussions, weekly announcements, instructor prepared materials, posting video and audio files, timely feedback on exams, homework assignment and projects assigned. If students need further information, they are free to contact the instructor through text, email and or call if necessary.

> 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 take place weekly via threaded discussion questions, peer to peer feedback, synchronous meetings, and assigned group projects. Students are also encouraged to study in groups for quizzes and exams.

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 the weekly announcement. Read textbook. Complete modules pertaining to topical material, which include watching instructional videos and completing quizzes. Engage in weekly discussions by answering initial question and/or responding to peer responses. Join synchronous meeting and be prepared to listen to lesson, take notes, ask questions, and offer 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.**

> In this course students will be exposed to critical thinking regarding Purchasing, ordering, receiving, food costing, menu design and food safety within the Hospitality Industry. The course covers USDA Guidelines, Local governance guidelines, and how foods are packed.
> Modules are made available each week on Monday 12am and are due the following Sunday 11:59pm. Discussion topics will be posted Monday 12am and require an initial response by Thursday 11:59pm. If a student misses this initial response without prior excusal, I will attempt to contact them via message/email and arrange a face-time meeting. Peer responses are due by Sunday 11:59pm. We will have a synchronous meeting each week that requires participation, if you cannot make the initial zoom meeting, I will record the meeting for you to watch when you can. A textbook and a computer or smart phone is required for this course. The instructor will give feedback to each

DISTANCE EDUCATION ADDENDUM

student during synchronous office hours daily however the student is unable to make it to the office hour then students may email the instructor with questions and or concerns. Responses to email will be send within a twenty-four-hour time frame.

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

Student to student interaction will occur via peer response to the discussion board topic. Synchronous meetings, weekly threaded discussion questions, group projects and study groups.

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

Thoughtful and substantial feedback will be given weekly to every student's discussion answers, peer responses and completed assignments. Synchronous office hours will be held Monday through Thursday to meet with students. If students have questions and cannot meet within office hours, they are welcome to text, email or call if necessary. The student and instructor can also set up a chat within Canvas. Synchronous zoom lectures will take place weekly.

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?**

In the same manner as is done in a face to face course. Provide students with the materials needed to achieve each SLO and Course Objective. Build the online course to specifically lend the materials to the SLOs and Course Objectives so the students learn the information. Perhaps create specific assignments around each SLO or create a group project that encompasses the SLOs and Course Objectives.

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:		☐ YES ☐ NO
CURRICULUM COMMITTEE DIVISION REPRESENTATIVE REVIEWED:		☐ YES ☐ NO

DISTANCE EDUCATION ADDENDUM