San Bernardino Valley College

DISTANCE EDUCATION ADDENDUM

COURSE ID:	**DIESEL 023**
DEPARTMENT:	**Heavy/Medium Duty Truck Department**
SUBMITTED BY:	**Kenny Melancon**
DATE SUBMITTED:	**4/30/2020**

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.**

The HMDT 023 course will be offered in both online and Hybrid. A well-supported distance education program will support the college's mission statement and prepare students from diverse background to succeed academically and/or prepare the student to enter the workforce by completing the courses needed to earn a degree or certificate. In addition to the services that distance education provides to our students, DE offers the college an eco-friendly means of maintaining, supporting, and expanding programs through a wide spectrum of educational experiences flexible methodologies, and support services. The online class when put into the schedule, will incorporate language within the application of the course that will require a student to be employed within the industry, so he/she may perform and record by video the lab exercises as part of a assignment at their facility with the permission of the facility for which they work.

HMDT 023 offers hybrid lecture classes and lab classes that allow an appropriate portion of a core class to be offered online. In the Virtual, Augmented and Mixed Reality curriculum content, the student will assess and report on the performance of rebuilding and adjustment of a heavy-duty truck suspension and steering system to manufacturer specifications. When this course is the to be online only instead of in a lab, this process described in the previous sentence will be equivalent to that of lab.

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

   ☒ No
   ☐ Yes - If yes, how?

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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 send out an announcement every Tuesday and Thursday 1 hr. before the set classroom time so to give the students a chance to ask questions and get clarification on course material. There are a few different ways to complete the synchronous e-learning. The student will be in discussion with the instructor via online chat and/or video conferencing. The discussion will be held in real-time. Another method is instant messaging that allows students and teachers to ask and answer questions immediately. The times for these office hours will be sent to all students in LMS CANVAS announcement with further instructions on how to set up a one on one meeting with the instructor and the student.

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.)**

We will have an exciting, informative, and meaningful time together as we explore the exciting dynamics of this topic. The course is an 5-week online course starting in Summer and 8 week course starting in Fall 2020 is constructed in such a way that you will need to research and implement examples within the topic covered, answer end of chapter questions, answer ASE questions, complete a weekly workbook on the chapters reviewed, watch video simulations/videos that are standard within the industry as an example; supplied by Meritor suspension company, https://www.meritorbullpen.com/meritor/perfCtr/campus/frameset/frameset.jsp

The student will register to the web site, free of charge, access the assigned training module, take the online test then comment on the discussion board in CANVAS comment on what you have learned within the chapter, review 3 classmates discussions and reply to each of them with your thoughts and concerns and finally test at the end of each week. There will also be work sheets that will pertain to a lab function to complete by doing research on specific procedures and comment in the discussion board about the procedure you have researched.

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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, Note bowl, peer-to-peer feedback, synchronous online meetings, etc.)

The LMS CANVAS will be used to strengthen the programs online and hybrid atmosphere. Included with the Virtual, Augmented and Mixed Reality curriculum content there will be many written tests, and several discussions within CANVAS to suffice the need of lab when a lab is not accessible. The full online course which includes Virtual simulations that are used within the industry will require the student to be employed within the industry so he/she may video themselves within the lab area of their shop with shop foreman or master technician reviewing the procedure. When completed the student will upload to LMS Canvas for evaluation by the instructor.

Participation Policy:
Students will show up to class at the assigned time and place by following clear expectations:
They will follow a weekly pattern Monday, Tuesday, Wednesday and Thursday to the equivalent AAR hours calculated within the schedule.
Instructions will be in a clear and detailed manner, leaving no room for confusion or doubt, as to communicate this pattern to the students in the class.

The Summer course is an 5-week course starting 6/1/20 ending 7/01/20. This course is constructed in such a way that you will need to research and implement examples within the topic covered, answer end of chapter questions, answer ASE questions, complete a weekly workbook on the chapters reviewed, go to discussion board to comment on what you have learned within the chapter, review 3 classmates discussions and reply to each of them with your thoughts and concerns and finally test at the end of each week. Lab will consist of a work sheet to do research on specific procedures and comment in discussion about the procedure you have researched.

When the assignment is online the student will demonstrate, by interpretation, the video assigned to the course and establish a strong written conversation in discussion with classmates. After the students submits his/her discussion, he/she must respond to 2 other classmates on the industry safety standards using Personal Protective Equipment (PPE).

In the Virtual, Augmented and Mixed Reality curriculum content, the student will assess and report on the performance of rebuilding and adjustment of a heavy-duty truck suspension and steering system to manufacturer specifications.

The Student, through videos and diagrams of components the student will identify the system design the student will be required to video themselves and upload to LMS Canvas for evaluation by the instructor and apply what he/she has learned into discussion with other classmates.

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Example: watch video simulations/videos that are standard within the industry as an example; supplied by Meritor suspension company, https://www.meritorbullpen.com/meritor/perfCtr/campus/frameset/frameset.jsp

The student will register to the web site, free of charge, access the assigned training module, take the online test then comment on the discussion board in CANVAS comment on what you have learned within the chapter, review 3 classmates discussions and reply to each of them with your thoughts and concerns and finally test at the end of each week. There will also be work sheets that will pertain to a lab function to complete by doing research on specific procedures and comment in the discussion board about the procedure you have researched.

After the students submits his/her discussion, he/she must respond to 2 other classmates about the specific system in the assignment.

Also to provide clear expectations about the work they will do each week, there will be a rubric that explains the points to earn.

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.

The student will log into the course via canvas.
There will be a weekly assignment with a rubric that explain the points to be earned with each project within the Weekly assignment. Register with the
https://www.meritorbullpen.com/meritor/perfCtr/campus/frameset/frameset.jsp

The student will register to the web site, free of charge, access the assigned training module, take the online test then comment on the discussion board in CANVAS, comment on what you have learned within the chapter, review 3 classmates discussions and reply to each of them with your thoughts and concerns and finally test at the end of each week. There will also be work sheets that will pertain to a lab function to complete by doing research on specific procedures and comment in the discussion board about the procedure you have researched.
The student will review the announcement which will have instructions of what is to be covered/ reviewed and/or completed this day or week
The list of assignment for the week include

1: End of Chapter questions
2: ASE questions
3: Matching
4. Meritor web site assignment
4: Discussion board
5: Weekly Test

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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.

Hello
Welcome to the Fall 2020 semester!
We at SBVC H/MDT Department are excited you have enrolled in the online course, HMDT 023, Heavy-Duty Truck Suspension and steering. We will have an exciting, informative, and meaningful time together as we explore the exciting dynamics of this topic. The course is an 8-week course starting 8/17/20 ending 10/08/20. This course is constructed in such a way that you will need to research and implement examples within the topic covered, answer end of chapter questions, answer ASE questions, complete a weekly workbook on the chapters reviewed, go to discussion board to comment on what you have learned within the chapter, review 3 classmates discussions and reply to each of them with your thoughts and concerns and finally test at the end of each week. Lab will consist of a work sheet to do research on specific procedures and comment in discussion about the procedure you have researched.

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

The student to student interaction will happen 3 times per discussion within each week.
The class will be an online course to be completed within the total hours to be equivalent to 108 hrs. for 4-unit class. Every Monday at time noted for class there will be an announcement on Canvas that class has begun.

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

The class will be an online course to be completed within the total hours to be equivalent to 108 hrs. for 4-unit class.
Monday at time noted for class there will be an announcement on Canvas that class has begun.
The class will lead off with an ice breaker
A lecture will immediately follow and the screen will be shared display a presentation for which all students will have access on Canvas to review at a later time if needed.
The lecture presentation will be recorded and lecture for those that missed the initial presentation and lecture.

Tuesday through Thursday, the instructor will make an announcement in Canvas that he/she are online to assist any students that are struggling with their assignment or wish to review the subject matter covered in class.

The instructor will also be reading/reviewing the discussion board Tuesday through Thursday replying to those who commented in the discussion box.
The students will complete the assignments which include:

- chapter questions
- ASE question (the ASE questions will help prepare the students for the nationally recognized ASE certification.)
- Matching exercise
- weekly test
- Complete job sheets pertaining to Lab that will consist of exercises that must be completed via research on the subject matter to also include review of videos of the procedure performed by myself or videos supplied by manufacture or a specific produce.

The student will be required to document on the discussion board what he/she has learned from the chapter they read, questions they answered and exercises they completed, the research and reviews of the video's presented to them. Then, after the initial input the student must reply to 3 classmates about their ideas on the subject matter. Grades will be posted weekly. This will total 96 – 108 hrs. of total class time.

Other classes will be hybrid where the student will complete lecture online. This course will be a short term or long-term semester course.
Every Monday at a time noted for class in the catalog the instructor will send out an announcement on Canvas that class has begun.
The instructor will lead off the class with an ice breaker then lecture and display a presentation for which all students will have access on Canvas to review.
Monday and Wednesday, the instructor will make an announcement in Canvas that that he/she are online to assist and student that are struggling with their assignment or wish to review the subject matter covered in class. Lecture will total 48-54 hrs. online.
Lab will be 8 weeks in length, held Tuesday and Thursday at the facility for a total of 48 - 54 hours if it's a short-term class. If the class if a full semester the class will be held 1 day a week at the facility to be equivalent to 48 – 54 hrs. of lab.
Students will perform the task at hand to demonstrate how diagnostic procedures and/or repairs are performed. The student will demonstrate the proper safety procedures along with the proper use of tools required to perform a procedure. Meetings will be adjusted as needed by the instructor.

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?

The Hybrid course will include lab hours which will be at the facility,

The online course will not be a face to face lab hours but will include lab/job sheets that will be equivalent in hours as lab, with many components that will need to be researched to complete the correct action that is required to be equivalent to that of a specific lab function.

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In online course the student must be employed within the industry and be able to perform the skills needed within the business they are working.

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

The Department will accommodate the SLO and course objectives by use of Rubric that will set the level of accomplishment and the score will provide the success of the student

The SLOs for the class are listed below and have explanation on how they will be addressed in online learning.

Below the SLO states:
SLO 1 Demonstrate industry safety standards using Personal Protective Equipment (PPE)

Explanation:
When the assignment is online the student will demonstrate, by interpretation, the video assigned to the course and establish a strong written conversation in discussion with classmates. After the students submits his/her discussion, he/she must respond to 2 other classmates on the industry safety standards using Personal Protective Equipment (PPE).

SLO 2 Perform the rebuilding and adjustment of a heavy-duty truck suspension and steering system to manufacturer specifications.

In the Virtual, Augmented and Mixed Reality curriculum content, the student will assess and report on the performance of rebuilding and adjustment of a heavy-duty truck suspension and steering system to manufacturer specifications. EXAMPLE: SBVC partners with Manufacturer Students will participate in manufacturer training which mirror the procedures used within the industry. This virtual training is comparable to the standards of hand on training used within the industry for training professional technicians at dealers.

SLO 3 Identify a specific system design and its components.

Through videos and diagrams of components the student will identify the system design and apply what he/she has learned into discussion with other classmates. After the students submits his/her discussion, he/she must respond to 2 other classmates about the specific system in the assignment.

The rubric will clearly define the student's knowledge, and his/her ability to provide the accurate material listed that is needed to provide do the process within industry standards. This will in turn describe the student's ability to synthesize many discreet skills using higher level thinking skills and the produce something that asks them to apply what they've learned.

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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**

Mary: This says that in the online format the student must be employed in the industry. Is that a condition of enrollment?