DISTANCE EDUCATION ADDENDUM

Does theCOURSE ID:	**Mach 072**
DEPARTMENT:	**Machinist Technology**
SUBMITTED BY:	**Miguel Ortiz**
DATE SUBMITTED:	**4-28-20**

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 online. 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 fall schedule, will incorporate language within the application of the course that will benefit a student that is employed within the industry, so he/she may perform and record by video the lab exercises as part of an assignment at their facility with the permission of the facility for which they work.

    This online course lecture/ lab class will allow an appropriate portion of a core class to be offered online. In the Computer Aided Drafting (CAD), and Computer Aided Manufacturing (CAM) curriculum content.

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.

    Recorded lecture

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 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 the syllabus 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.)**

    Share screen with students while lecturing/demonstrating the use of software and instructor prepared materials via Zoom. Class meetings scheduled weekly, new material released weekly and quizzes administered at the beginning of class to maximize student participation

    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.)**

    All student online together via Zoom which lets the students interact with each other as well as sharing computer screen to view problems or solutions as well as being able to chat as a group or student to student

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.**

    Assignments posted weekly on Canvas, students will log into Zoom for lecture and lab, Zoom recording posted after lecture for students to follow along, students upload assignments in Canvas, instructor returns graded assignment via Canvas

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.**

    Software use, demonstrations, and design problems will be presented during lecture.
    Lecture and lab times will be conducted online for the duration of the course scheduled hours. Questions, during lecture and lab will be answered in real time, questions outside of lab and lecture can be sent via Email and will be responded to within 48 hours.

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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 2 times per discussion within each week.
Students will show up to class at the assigned time and place. Every class meeting there will be an agenda unlocked on Canvas with planned meeting agenda.
They will follow a weekly pattern the equivalent hours calculated within the schedule for both lecture and lab times.
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.
Lecture will be recorded for those that missed the initial presentation and lecture.
A quiz per meeting is assigned to maximize student participation. The students will complete assigned work during online lab hours or they may work at their own convenience pertaining to Lab that will consist of exercises that must be completed via software and upload to Canvas prior to the next meeting.

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 the scheduled lab and lecture hours in the course outline of record.
At the time noted for class there will be an announcement on Canvas that class has begun.
Lecture will immediately follow and the screen will be shared to display a presentation for which all students will have access online meeting lab/lecture and Canvas meeting agenda.
The lecture and presentation will be recorded for those that missed the initial presentation and lecture.

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?

Lab conducted in its entirety via Zoom where instructor assists by controlling student computer remotely or by shared screen. Instructor will be online for the duration of the scheduled lecture and lab times.

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

No change is needed to accommodate SLO and course objectives since SLO's and objectives are measured via portfolio and testing, the only foreseeable accommodation is how to collect portfolios and administer testing online

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:

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CURRICULUM CHAIR REVIEWED:		☐ YES ☐ NO
DE REVIEW:		☐ YES ☐ NO
CURRICULUM COMMITTEE DIVISION REPRESENTATIVE REVIEWED:		☐ YES ☐ NO