



DISTANCE EDUCATION ADDENDUM

COURSE ID:	MATH-265
DEPARTMENT:	Mathematics
SUBMITTED BY:	Vicente Alvarez
DATE SUBMITTED:	04/20/20

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.

SBVC is a place of access. Offering the course in different formats will give members of the community opportunities to take the course in formats suited to their needs. The online delivery of this course supports the mission of SBVC in that it maintains a culture of continuous improvement and a commitment to provide high-quality education, innovative instruction, and services to a diverse community of learners. Offering the course in an online format will help close the equity gap and is providing an additional platform for student access.

3. Will this course require proctored exams?

- No
- Yes - If yes, how?

Exams will be arranged online asynchronously utilizing online proctoring tools such as Proctorio. If online proctoring tools are unavailable, exams can be arranged in person with the instructor or designated proctor. For cases of students who don't live near SBVC, students can arrange a proctor at a local college/university, testing center, or other professional individuals approved by the instructor.

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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All course material and operation of the course will be developed to be ADA-compliant to the best of our ability. The @one trainings, now being offer at SBVC, will help train our instructors' so that their courses have ADA compliancy in mind.

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.)**

Communication tools will be utilized for synchronous office hours such as online conference tools, phone, Pronto, and other applications within the Canvas course management system. An example of a synchronous office hour policy is the following:

I will host weekly office hours on Monday and Wednesday from 1:00pm to 3:00pm in Physical Science 100. If you are not able to attend in person, you can still participate by calling my office phone number or we can meet via Zoom app. Zoom is an online conference tool that can be found on the navigation sidebar on Canvas. For further details, please use link below.

[Join a Meeting](#)

Other office hours are available by appointment. Please email me at instructor@valleycollege.edu to arrange an appointment.

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.)**

To ensure effective instructor to student contact, the course can be designed to include communication through threaded discussion forums, weekly announcements, instructor prepared materials, posting video files, posting audio files, timely feedback on exams and projects, synchronous online office hours, and synchronous online meetings.

<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.)**

To ensure regular and effective student to student contact, the course will utilize threaded discussion forums to engage interaction, assign group projects to allow for collaboration, peer-to-peer feedback for educational growth and synchronize online meetings to continue communication among students.

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.**

Commented [O1]: How often?



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At the start of the week students will receive a weekly announcement that lays out the objectives and assignments for the week, see example announcement in question #11. Students will have an opportunity to sign up for a one-on-one appointment with the instructor. When a student logs into Canvas and clicks on the course shell, the homepage will appear with details for the week, similar to the weekly announcement. On the homepage, students will be directed to the weekly module. The weekly module will be organized in a sequential manner. The module will include a lecture assignment, discussion assignment, weekly assignment (e.g. homework exercises), quiz or test. Additional resources may be included such as textbook and videos.

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.

Communication is such an important skill to have in all aspects of life. In particular, online communication is vital for an online course. Instructor initiated contact can include, but not limited to the following:

Emails
Weekly announcements
Weekly discussions

For questions regarding the course and materials, please email me at instructor@valleycollege.edu or use the Canvas messaging system. I will be checking my email regularly Monday through Thursday from 8am to 8pm. If you email me outside this time frame, it may take up to 24 hours for a response.

Grades and feedback on assignments, tests, and discussions will be provided within one week of the assignment due date. Many assignments are automatically graded and provide instant feedback. Each discussion will be graded using the discussion rubric. If you need additional feedback, please visit me during office hours or schedule a one-on-one appointment.

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

As stated in the above questions #7, there are several ways to ensure regular and effective student to student interaction; however, here is a specific example for a threaded discussion forum:

To kick off our first discussion, I would like to introduce a fun activity through a growth mindset perspective. Please watch the video below:

[Growth mindset](#)

Initial Post (due Thursday by 11:59pm)

After you have watched the video, list 2 things you feel you are good at and list 2 things you feel you need to improvement. For each item on your list, briefly explain your reasoning why you feel you are good at or that you need improvement.



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Replies (due Sunday by 11:59pm)

By Sunday, read other classmates' posts and respond to a minimum of two. Pick from the "not good" items posted from their list and give some suggestions on how they can become better at their "not good" item. Please begin by choosing from post of classmates who have not yet received suggestions, so everyone receives at least one feedback response.

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

As stated in the above questions #6, there are several elements to the design, which include instructor-student interaction; however, here is a specific example for announcements:

Hello Mathematicians,

It's Week 10 and we will explore inner product spaces! To get you started and motivated on why inner products are important, please view video below:

[Why Inner Product?](#)

Each of the topics below are discussed in the Week 10 Module.

This week you will learn about the following topics:

1. Length and Dot Product in n-dimension space
2. Inner Product Spaces
3. Orthonormal Bases
4. Mathematical Models and Least Squares Analysis
5. Applications of Inner Product Spaces

Assignments Due this week (Due Sunday by 11:59pm).

These assignments can be found in the Week 1 Module:

1. Complete the "Inner Product Space Exercises" assignment
2. Participate in "Least squares approximation of continuous function on the interval $[a,b]$ with respect to a subspace" Discussion
3. Complete Quiz 10

Please note the discussion requires an initial post (due Thursday by 11:59pm) and reply to at least two of your classmates' posts by Sunday at 11:59pm. If you need help, I encourage you to sign up for a one-on-one appointment with me via Zoom (see syllabus for details). If you have any questions, please do not hesitate to email me at instructor@valleycollege.edu or post your questions in the General Discussion. Good luck studying!

Best,
Instructor



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[Empty text box]

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?

[Empty text box]

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

SLOs will be given in an online exam format. Students will submit their answers to SLO questions electronically. For example, Canvas Quizzes can be used to collect student responses.

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.)

[Empty text box]

To be completed by a member of the Curriculum Committee Review Team:

CURRICULUM CHAIR REVIEWED:		<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

This is good and detailed information.