San Bernardino Valley College

DISTANCE EDUCATION ADDENDUM

COURSE ID:	PHT 071
DEPARTMENT:	Pharmacy Technology
SUBMITTED BY:	Robyn Seraj
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.**

   - ☒ Student Access
   - ☒ Campus Strategic Plan
   - ☒ Campus Mission Statement
   - ☒ Online Education Initiative
   - ☒ Student Equity
   - ☒ Student Needs

3. **Will this course require proctored exams?**
   - ☐ No
   - ☒ Yes - If yes, how?

   Students will come in one hour per week to take an exam with an instructor present.

San Bernardino Valley College
DISTANCE EDUCATION ADDENDUM

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.)**==

Online Conference Tool and Zoom!

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.)**==

☒ Threaded Discussion Forums ☒ Weekly Announcements ☒ Instructor Prepared Materials ☒ Posting Video Files ☒ Posting Audio Files ☒ Timely Feedback on Exams and Projects ☒ Synchronous Online Office Hours ☒ Synchronous Online Meetings ☒ Synchronous Online Lectures

   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.)**==

☒ Threaded Discussion Forums ☒ Assigned Group Projects ☒ Threaded Discussions ☒ Peer-to-Peer Feedback ☒ Synchronous Online Meetings

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.**

> Canvas discussions and Zoom.
> The lecture portion could be synchronous, accessible through Conferzoom or Conference feature of Canvas or asynchronous with lecture prerecorded and accessible through provided links. The asynchronous lectures are broken down to 30 -40 min videos with closed captioning. Each lecture meeting has its corresponding assignment, that may be completed and submitted individually or as a group. Depending on the content being presented, students may need to complete an online quiz prior to the lecture or after completion of the assignment. To answer any questions related to the lecture, students, may participated in their online office hours and directly interact with their instructor and peers. Assessments for each unit will be completed using their online platform.
> Laboratory meeting include virtual labs where students ask to complete laboratory exercises or watch specific videos, followed by completion of specific activities and/or assignments. Depending on the activity, labs can be conducted as groups, allowing students to share data through their online platform and evaluate class data. Assessments are accessible through their online platform.

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.**

> Weekly Announcements on our upcoming Lessons, Assignments, and Assessments. Upon submission of Assignments, the student may expect feedback within 7-10 business days through the form of private comments. Students may also email questions or concerns, which will be responded to within a 24-hour period. A statement will also be included in the syllabus about technology requirements which should include a web cam/zoom, system microphone, and standard class supplies such as staff paper.

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

> One example of regular and effective student-to-student interaction may be the inclusion of moderated Canvas Discussion Boards. Assignments will be given and submitted by students, with a requirement of two or more responses to others for full credit on the assignment. Engagement between students would consist of constructive comments, feedback, and questions to and from each other.

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

> One example of regular and effective instructor-to-student interaction would be feedback through the comments section of a student's assignment. For example, if an instructor creates an interval assignment to be submitted by the student in the form of a handout (acceptable file formats are up to the instructor), the instructor would grade the submission, and give individual feedback about this assignment in a timely manner.

San Bernardino Valley College

DISTANCE EDUCATION ADDENDUM

Online Lectures with In-Person Lab Session

A lab activity is designed for each week (except weeks with a scheduled lab assessment). Students are asked to complete the following to receive credit for the lab:

1) Download a lab activity file from Canvas and read over the purpose and background section of the lab.
2) Download and view the PowerPoint presentation for that week's lab (found on Canvas)
3) Watch video presentation and demonstration of technique or lab procedures.
4) Complete virtual lab.
5) Complete the lab assignment that may include labeling of organ systems and answering related questions or writing a lab report (*Note: depending on the lab, data can be collected and evaluated using Canvas discussion board and shared between previously assigned groups or the whole class).*
6) Students submit the lab assignment (either as individuals or groups) through Canvas.

Students may review their graded assignment for any corrections or comments.

SLO can be completed using one of the following formats:

1) A multiple-choice question in a lecture or lab assessment
2) An essay question in a lecture/lab assessment
3) A graded lab assignment submitted through Canvas.

Students will fulfill all the Course Objectives upon successfully completing the course as they would have done in a face-to-face class.

Clear guidelines must be given to students. Have students reflect on the learning process/progress. Give them clear instructions and what it takes to achieve and complete the course. It is important to communicate well with the students. Instructor must be trained to adequately function in the virtual classroom. The instructor must compensate and create a supportive virtual environment for ALL students.

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