San Bernardino Valley College

DISTANCE EMERGENCY EDUCATION ADDENDUM

COURSE ID:	RTVF 131
DEPARTMENT:	RTVF
SUBMITTED BY:	Lucas Cuny
DATE SUBMITTED:	4/24/20

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 in an emergency situation. 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 for emergency purposes only, 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, Student Equity, Student Needs

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.

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 for the students through Zoom with a set schedule of times during the summer session. Utilizing Zoom's ability for the waiting room will provide the needed privacy for these meetings.

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.)**

> Effective instructor-students contact will be met through this course by a weekly offering of either synchronous or asynchronous lecture. Meaning that faculty will provide students an option of either checking in live during lecture or give them time to review a recording of the lecture after the live feed. Following each lecture there will be a weekly discussion board post that will simulate standard classroom discussion based on lecture. As this is a lab class that teaches editing, faculty will consistently share various pieces of video footage via office 365. Students will then download that footage to use on various assignments and projects assigned throughout session. Beyond weekly lectures instructor will provide weekly announcements to students of any updates or activities that pertain to the class. The instructor will also provide feedback and comments via Speed Grader or direct emails on the scheduled weekly assignments turned in through LMS Canvas.

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.)**

> As this is a lab class that relies on interaction and collaboration students will be placed in groups where they will perform with one another utilizing Zoom to record their final projects for each week. Those projects will go into a weekly discussion forum that's focused on that week's topic where all students and faculty will comment and provide feedback on the work.

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.**
In a typical week the students will log into the LMS Canvas to check their schedule each week. The instructor will have posted opportunities for the students to participate live during that week's lectures, and students will answer lecture discussion questions in a discussion board post. Each week the students will work in either small groups or pairs conducting various audio recording exercises. These exercises will be recorded via Zoom. Students will be given an opportunity towards the end of the week to share their work live via Zoom, or post in an associated discussion board where both faculty and fellow students will offer critique of work.

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.**

> The instructor will respond to voice mail or email questions or concerns within a 24-hour period, with the exception of weekends and holidays.

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

> There will be weekly discussion board posts associated with a posted weekly video lecture. Students comment on the prompt posted by the faculty and comment on other students' comments. Students will also be placed in groups where they will perform with one another utilizing Zoom to record their final projects for each week. Those projects will go into a weekly discussion forum or Peer Review Assignment that is focused on that week's topic where all students and faculty will comment and provide timely feedback on the work.

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

> The instructor will provide timely feedback to students' responses in weekly Discussion Boards and Peer Review Assignments, based on that week's assignments goals and objectives. Speed Grader will be used regularly to post comments on students work, or the instructor will directly email/message students through Canvas with more thorough notes.

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?

> Based on the needs of this class students will be able to access necessary programs and applications through the Amazon Workspace that is being set up by the campus IT department. There may also be a time where a student may need to pick up a piece of equipment but that would need to be approved and schedule by their instructor and utilize appropriate social distance practices as outline by the county and district.

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

> The basic principles of digital editing that are required to be understood through the end of this course are supported through virtual workstations as provided by the district. In the sharing of footage via Office 365, the students can demonstrate their knowledge of editing techniques that include audio, visual, and special effects. Through the weekly or daily assignments students will show understanding of the various course objectives established in the course outline. Those objectives will occur through discussion board posts and weekly assignments that reflect students' knowledge of software Adobe Premier, After Effects, and DaVinci. Those assignments and weekly discussions also demonstrate the students understanding of editing theories such as cutting on motion, pacing, and montage.

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**