San Bernardino Valley College

DISTANCE EDUCATION EMERGENCY ADDENDUM

COURSE ID:	**Weld 028**
DEPARTMENT:	**Welding Technology**
SUBMITTED BY:	**Joshua Milligan & Bryce Cacho**
DATE SUBMITTED:	**10/30/2020**

For additional resources on completing this form, please visit the DE Website:
www.valleycollege.edu/onlinefacultyresources

Title 5 section 55002 requires all courses, or any portion of a course conducted through distance education include regular effective contact between instructor and student. In addition, the Accrediting Commission for Community and Junior Colleges (ACCJC) requires that Distance Education courses ensure that there is "regular substantive interaction" between instructor and student. SBVC's Distance Education Committee has stipulated that the requirements within Title 5 for "regular effective contact" is functionally equivalent to ACCJC's requirement for "regular substantive interaction."

Access and communication are equity issues. This form will clarify how these are being addressed in the online course format.

1. **Please select the distance education method that describe how the course content will be delivered. These definitions have been pulled from the ASCCC Resolution 09.06 of Spring 2019.**
   Check ALL methods that will be used for offering this course, even if previously approved.

   ☐ FO – Fully Online: Instruction involving regular and effective online interaction that takes place synchronously or asynchronously and is supported by online materials and activities delivered through the college's learning management system and using other required materials. All approved instructional contact hours, including online proctored assessments, are delivered through these online interactions. No in-person assessments are required.

   ☒ PO – Partially Online: Instruction involving regular and effective online interaction for some portion of the approved contact hours that takes place synchronously or asynchronously and is supported by materials and activities delivered in person and online through the college's learning management system, and through the use of other required materials. This would include periodic synchronously scheduled meetings for lecture, lab or testing where the instructor and student are together. Any portion of a class that is delivered online must follow a separate approval process. The approved online portion must meet the regular and effective contact regulation. The class schedule indicates when and where the in-person meetings occur and how many hours are to be completed online. Any scheduled or synchronous online meetings should also be included in the schedule of courses.

   ☐ OPA – Online with In-Person Proctored Assessments: Instruction involving regular and effective online interaction in which all instruction takes place synchronously or asynchronously and is supported by online materials and activities delivered through the college's learning management system, with in-person proctored assessments. All assessments are offered at approved locations proximal to the student and over a designated range of dates and times. No activities or assessments may be scheduled at a designated time or location.

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 in a Hybrid format during emergency situations only. For example: when the San Bernardino Community College district requires the limiting of face to face instruction. The hybrid format will allow for the lecture component to be held online to allow for students to still have access to the course as long as the lab is

able to meet face to face. Students Equity and Student Needs will also be met by offering a hybrid version of this class.

3. **If OPA is marked above, indicate how proctored exams and assessments will be conducted.**

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.)**

    Instructors will hold synchronous office hours at the times that are posted on the syllabus using Zoom. Links for the zoom meeting will be sent to students via email on the day of and prior to each posted office hour. The instructor will also be available on Canvas Chat and Email.

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.)**

    Instructor-student contact for the online portion will be done by posting of video and audio, posted power points, weekly announcements, synchronous online office hours, timely feedback on projects and exams, and instructor prepared materials.
    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, peer-to-peer feedback, synchronous online meetings, etc.)

> Student-student contact for the lecture portion will be done via assigned group projects, threaded discussions, email, and Zoom. For the face to face lab portion of the class, students will be assigned group projects that include peer-to-peer feedback.

https://www.valleycollege.edu/online-classes/faculty-resources/reg-effective-contact.php

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.**

> This course will be offered in a hybrid format. The lectures will be held in a DE format and all labs will be face to face. Students will log into the canvas to view lectures through videos, PowerPoints and instructor prepared materials. Students will complete homework, quizzes and tests assigned by the instructor as posted in the syllabus in preparation for the scheduled face to face lab sessions.

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 initiate communication at least twice per week to notify students that the DE content has been posted. This notification will take place just prior to each face to face lab. In addition, the instructor will respond promptly to student-initiated contact and provide feedback to students within 48 hours of receiving the communication via email. The instructor will also be available to respond to students and provide feedback during the face to face labs.

10. **How will you design and deliver your course to ensure disproportionately impacted students are reflected in your course content, and what communication methods do you plan to employ to ensure they remain engaged and succeed in your course with full access to all course materials and tools?**

> Effective course design, delivery and communication will occur in this online course by providing socially focused exchanges such as a guided instruction, positive and healthy exchange of information, and participation in activities designed to increase a social rapport. For example, the collaborations and discussion among students on the correct application for the different non destructive testing methods and when each one should be applied.

11. **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?

> All lab hours will be held face to face.

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

> All SLOs and Course Objectives will remain the same.

13. **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)

San Bernardino Valley College

DISTANCE EDUCATION EMERGENCY ADDENDUM

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

CURRICULUM CHAIR REVIEWED:		☐ YES	☐ NO
DE REVIEW:	M. Worsley	☒ YES	☐ NO
CURRICULUM COMMITTEE DIVISION REPRESENTATIVE REVIEWED:		☐ YES	☐ NO

Notes from Maggie: looks good.