



San Bernardino

Valley College

DISTANCE EDUCATION ADDENDUM

COURSE ID:	Weld 666
DEPARTMENT:	Welding Technology
SUBMITTED BY:	Bryce Cacho & Joshua Milligan
DATE SUBMITTED:	6-9-2020

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.

Improving Student Access and the SBVC Mission Statement are the two main reasons offering this course in a DE format will meet the needs of the campus.

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.



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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.)**

Instructors-student contact will be done by synchronous online lectures, 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, Notebowl, peer-to-peer feedback, synchronous online meetings, etc.)**

Student-student contact for this class will happen by use of email, zoom, peer-to peer feedback and synchronous online meetings. Weekly synchronous online meetings will be scheduled and the students will be encouraged to attend. For those who can't, the content will be posted and opportunities given for students to provide/receive feedback to/from their peers via email, canvas and zoom.

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.**

Students will be encouraged to attend a synchronous online meeting once a week, required to read chapters of assigned homework, do weekly practice tests, ask questions of instructor and peers to engage in conversation around the weekly topics and practice tests, take a weekly quiz to monitor progress/subject retention and review posted content for areas requiring additional study identified by the weekly quizzes.

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 once per week to notify students of any DE content that has been posted. There will also be a weekly scheduled synchronous meeting for as many of the students as possible to be able to meet with the instructor. 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.



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

Student to student interaction will take place weekly in student discussions, interaction during the synchronous lectures, and peer-to-peer feedback. Students will also be encouraged to regularly discuss the weekly topics and assignments.

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

The instructor will interact with the students, at least weekly, via Zoom for a synchronous lecture, Canvas, email, and weekly synchronous office hours. The instructor will also provide regular feedback on completed assignments.

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?

N/A

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

All SLOs and Course Objectives will remain the same.

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.)

N/A

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

CURRICULUM CHAIR REVIEWED:	Mary Copeland	<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