



DISTANCE EMERGENCY EDUCATION ADDENDUM

COURSE ID:	WELD 691
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 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.

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. 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 for the lecture 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, Notebowl, peer-to-peer feedback, synchronous online meetings, etc.)**

Student-student contact for the lecture portion will be done via 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.

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.**



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The instructor will initiate communication at least once 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. Provide a specific example of how regular and effective student-student interaction may occur in this online course.

This course will be offered in a hybrid format. Student-student interaction will primarily take place during the face to face lab component by use of peer-peer feedback and group projects.

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

This course will be offered in a hybrid format. The instructor-student interaction will take place both during the face to face lab component and the DE component. Instructor-student interaction during the face to face labs include live demonstrations and feedback by the instructor for students while they are performing lab assignments. In the DE portion, the instructor will use Zoom, Canvas, and/or email to interact and communicate with students.



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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?

All lab hours will be held face to face.

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