# San Bernardino Valley College
## DISTANCE EDUCATION ADDENDUM

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| **COURSE ID:** | **WST 625** |
| **DEPARTMENT:** | **Water Supply Technology** |
| **SUBMITTED BY:** | **Melita Caldwell-Betties** |
| **DATE SUBMITTED:** | **June 13, 2020** |

*For additional resources on completing this form, please visit the DE Website:*
[www.valleycollege.edu/onlinefacultyresources](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; Online Education Initiative (OEI):** Offering this course in a distance education format ensures that significantly more students are able to complete their educational goals by increasing both access to and success in high-quality online courses.

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

   > Exams and/or tests will be submitted via the course management software and/or instructor e-mail. There is no requirement for proctored, on-campus attendance for examinations. Examination and assignment grades will be delivered privately to students via the course management software. Final course grades will only be available by requesting a transcript or using Web Advisor student access protocol.

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.

   > Curriculum alignment across the subject area will be designed to meet accessibility requirements, for example, the use of screen readers for pdf files and alternative text, closed captioning for videos, and digital animations. Access to non-text information (images, photographs, drawings, or paintings, etc.) that convey meaning will describe the attribute in as short of a phrase as possible. When the graphics become more complex (i.e., charts, data, statistics, etc.) a more thorough description will be provided on the content page. Lastly, films will be closed captioned and audio will offer a transcript.

# DISTANCE EDUCATION ADDENDUM

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.)**

Regular effective contact will be provided by using email, phone, voicemail, online discussion, video conferencing, and the use of ConferZoom. Furthermore, designated online office hours will be held regularly and immediate response to students' queries and/or feedback on work products will be provided by the instructor**.**

Scheduled face-to-face meetings will be determined by the instructor based on the offering of the course and should the need arise.

**Email Communication** - Students will be contacted via the announcement feature, email, voice mail, telephone contact or face to face meetings (if needed), virtual office hours, and/or Confer Zoom. Immediate response to students' queries will be provided within 48 hours excluding weekends and holidays.

**Voice mail** - Voice mail will be utilized to respond to students during non-office hours. Students will be allowed to leave a voice mail. Either a phone call or email response will be provided to deliver the requested information and/or address students' concerns or issues.

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.)**

**Orientation at start of course** - A "Welcome Letter" introducing the course, its structure, required texts, along with academic support resources such as navigation of the Course Management System (CMS) will be made available to students via email and prior to the start date of the course. The instructor will also provide an overview of online instruction, grading criteria, and the importance of communication between student and instructor.

Zoom and chat opportunities will be provided with instructor participation. The instructor will post weekly announcements (or more frequent if necessary) in the CMS regarding course assignments, schedule of activities, and any other important information to keep students informed. Immediate response to students' queries will be provided within 48 hours excluding weekends and holidays. Furthermore, designated online office hours will be held regularly through the use of video conferencing. Interaction with other students and the instructor will also be accomplished through the use of online discussions, chat rooms, and the use of Confer Zoom. Feedback and comments on all grading products will be through the CMS assignment feature.

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.)**

**Chat Rooms** – A chat room type of discussion board will be posted to the CMS to encourage students to interact and work together on class assignments. The open discussion forum will be used for students to post questions and answers to one another. Students asking questions general in nature will be directed by the instructor to an interactive threaded discussion forum; dedicated to administrative questions about the course (i. e. Question and Answer Forum). The instructor will moderate the chat room and provide feedback as needed through the CMS within 48 hours excluding weekends and holidays.

Group discussions of critical thinking activities with an analysis of current topics related to introductory wastewater treatment operations will be facilitated in online discussion forums. Groups may be formed using the CMS group feature. The lessons will require students and instructors to engage in deliberations by responding to questions posed by the instructor and post responses to peer students' reflections within a specified time frame in the CMS. Feedback will be provided via the CMS discussion area or gradebook. Evaluation and grading will be based upon student's participation, demonstrated comprehension of educational content areas including assessment of public health threats in a regulatory context.

# DISTANCE EDUCATION ADDENDUM

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.**

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**Directed to the Students:**
Once the course starts you will be able to access the Canvas Learning Management system. Click the Quick Login link in the upper right corner of the main San Bernardino Valley College website https://www.valleycollege.edu/ and open the Canvas Link. Or Login to Canvas by using the SBCCD Portal Link https://idp.sbccd.edu/. Within the course, Canvas site, you can access learning materials, such as the syllabus, class discussions, assignments, mid-term and final exams. Everything for your success in the course will be found there.

Throughout the semester, I will communicate with you in real time (synchronously) using the Zoom web conferencing tool during specific times posted in "Announcements." Lecture and demonstration will be accomplished through instruction mediated through the Canvas Course Management System (CMS) or related technologies (i.e., interactive whiteboard or multimedia software).

Videos/films/slides may be assigned, followed by instructor-guided interpretation, analysis, comparison, and student discussion. Web pages and PowerPoint slides may contain audio/visual materials in the form of graphs, charts, illustrations, pictures, diagrams, video and audio material.

**Sample Assignment:**
A sample lesson plan on the effluent requirements of waste treatment ponds, would evaluate the student's ability, for example, to explain the importance of photosynthesis and the simplified purification process. Students would then be required to discuss the treatment efficiencies that can be expected from the various pond systems. Students would also be instructed to communicate responses and reflections using chat rooms, email, or the discussion board feature of the CMS. The completed written assignment would be submitted through an individual e-mail attachment (Microsoft Word), Dropbox, or uploaded via the CMS.

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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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**Sample Statement:** Your success in the course is important to me. Please do not hesitate to contact me if you are having difficulty with the course material(s). General questions about the course should be posted on the QUESTION FORUM. During the week, Monday thru Friday (M-F), I will monitor the QUESTION FORUM several times a day. If you have a concern that requires a response; please send me a direct message. The expected response time is usually within two days.

If you have questions that are more personal in nature; either utilize the "INBOX" feature of Canvas or my Microsoft Outlook email address: mcaldwell@sbccd.cc.ca.us. My goal is to respond to your messages within 24 hours. Twice a week, I will also be available for virtual office hours–one morning and one evening session--using campus e-mail. You will also be able to communicate in real time (synchronously) using the Zoom web conferencing tool during the specific times designated in the course syllabus as virtual office hours. I look forward to working with you!

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

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Collaborative learning groups involving synchronous and/or asynchronous communication will allow students to discuss the various processes used throughout wastewater systems and cooperatively reach conclusions after discussing factors critical to pollution control. Student discussion of assigned reading materials (textbooks, instructor-generated hand-outs, and supplementary reading materials) provided through the CMS, may be achieved either via chat, threaded e-mail discussions, and discussion board postings with other students and the instructor. Evaluation and grading will be based upon student's participation and demonstrated comprehension of educational content areas.

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# San Bernardino Valley College
## DISTANCE EDUCATION ADDENDUM

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

The instructor will create threaded discussion forums or Course Content Boards with dialogue-based questions and investigative prompts. Case activities integrating key topics throughout the course will take place in an instructor mediated discussion board. Additionally, an instructor mediated discussion board will be initiated for difficult topics in each module. These discussion boards will encourage student-to-student connection and interaction via designated group settings within the CMS. Students will be required to respond weekly to discussion questions posted to CMS by the instructor and respond or comment to at least one student post on the discussion board per week. The instructor will moderate and actively participate in facilitating, responding to, and evaluating the discussions via the CMS comment tools. Grading of the work product will be within 48 hours of the assigned due date. Feedback will be provided through the CMS using text, an attached file, video, or audio.

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?

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

A grading rubric, performance, or role-playing demonstration preparing students to sit for a licensure exam will be employed to assess the students' ability to effectively solve structured problems and negotiate complex tasks.

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:

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| **CURRICULUM CHAIR REVIEWED:** | | ☐ YES   ☐ NO |
| **DE REVIEW:** | | ☐ YES   ☐ NO |
| **CURRICULUM COMMITTEE DIVISION REPRESENTATIVE REVIEWED:** | | ☐ YES   ☐ NO |