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| --- | --- | --- | --- |
| **Distance Education ADDENDUM** | | | |
| **Department:** | Click here to enter text. | **Submitter name:** | Click here to enter text. |
| **Course Number and Prefix:** | Click here to enter text. | **Submitter extension:** | Click here to enter text. |
| **Course title:** | Click here to enter text. | **Submitter email:** | Click here to enter text. |
| **Proposed Effective Semester:** | Click here to enter text. | Course units: | Click here to enter text. |
| Pre-approval is recommended. It is recommended that faculty members ask for the support of their department Chair and Dean before moving forward with this proposal. | | | |
| Course Status (select one only). Click on *Choose an item*. Click to select a Course Status. | | | |
| Modes of Instruction Proposal includes the following possible mode(s) of instruction. Make selections for all dropdowns:  Click to select a Mode of Instruction for 100% Online.  Click to select a Mode of Instruction for Blended (1-50%).    Click to select a Mode of Instruction for Hybrid (51-99%). | | | |
| Optional - For Hybrid/Blended only Specify the number of hours (or range of hours), if any, that the instructional department deems need to be held in person per week or semester for hybrid delivery. This is optional; consult with your department.  Hours to be held in person: \_\_\_\_\_\_\_\_\_\_ per week or \_\_\_\_\_\_\_\_\_\_ per semester.  **Note:** Students must be informed about required on-campus time for hybrid classes. Optional or mandatory meetings, including those for orientations, exams, field trips, and hands-on activity, must be listed in the printed and online Schedule of Classes comments section with the exact dates. Example: “Class meets in room 2708 on the Santa Rosa Campus the 1st, 5th and 12th Wednesday evenings of the semester.” Please make sure your Department Chair receives this information in time to include it in the Schedule. | | | |

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# review of accessibility, board, and AFA requirements

 Click to select an item.

Review information on SRJC’s Distance Education [Web Accessibility site](https://de.santarosa.edu/accessibility/introduction) regarding Title 5, Section 55205, which explicitly states that all distance education offerings must comply with federal and state regulations regarding accessibility for persons with disabilities. Instructors facing accessibility fixes that pose a work load issue are helped by the Assistive Technology Specialist in Distance Education and trained student workers to complete the tasks. Documents such as Word, PDF or PowerPoint will be fixed for the instructor.

I acknowledge that:

* SRJC faculty who propose courses for distance education delivery must integrate accessibility into their course design. See [Web Accessibility Design Principles](https://de.santarosa.edu/accessibility/srjc-web-accessibility-design-principles) for specific requirements.
* While the Curriculum Review Committee may approve a course for distance education delivery, an accessibility review of the developed course content will determine whether it meets all accessibility requirements and can be offered by SRJC as a Distance Education class. The review is conducted by SRJC staff outside of the CRC who have expertise in online education.

 Click to select an item.

Review [SRJC Board Policy 3.28P](http://www.boarddocs.com/ca/santarosa/Board.nsf/goto?open&id=A67VEB79DD47), which states that Distance Education instructors:

* Acquire and maintain online special expertise for online and hybrid course delivery.
* Establish and publish clear expectations in the syllabus and/or other course documents concerning regular and effective contact with enrolled students.
* Maintain frequent regular student contact, in asynchronous and/or synchronous mode, equal to that of a similar face-to-face section over the course of each week.
* Initiate direct contact and interaction to determine that students are accessing and comprehending course material and participating regularly in the activities in the course. This includes:
* Threaded discussion forums with appropriate instructor participation.
* General email.
* Weekly announcements in the course management system.
* Timely feedback for student work.
* Instructor prepared e-lectures or, alternatively, instructor-prepared material to supplement publisher-created materials.
* Online instructor absences must follow the guidelines set for all faculty absences.  Should an instructor be unable to maintain online contact due to illness or other reasons, students must be notified in the announcements area of the course and told when regular effective contact will resume. A lengthy absence will require a suitable substitute.

 Click to select an item.

Review AFA contract article [32.02.D.1](http://www.afa-srjc.org/Contract/Articles/art32.pdf), which addresses office hours for all faculty:

1. Student Consultation:Faculty members with instructional assignments will maintain weekly scheduled student consultation times.
2. The amount of required weekly student consultation time per hour of weekly instructional assignment is shown in Table 32-3 [table omitted here].
3. Faculty members will ensure their scheduled student consultation times will be reasonably convenient to their students.
4. The District will make office space available to each faculty member for face-to-face student consultation when possible. Faculty members will use District office space for student consultation when possible. Exceptions may be approved by the SVPAA.
5. Faculty members will specify the times and places allocated for student consultation in class syllabi and post this information in an accessible location.
6. A faculty member teaching a course entirely online may offer student consultation time online provided it is regularly scheduled at established days/times. A faculty member teaching a hybrid course with a percentage taught online, may offer consultation times online provided they are regularly scheduled at established days/times in proportion to the online component of the course. A faculty member may offer other kinds of consultation activities with prior approval of the department chair and supervising administrator.

# regular INTERACTION with students

[SRJC Board Policy 3.28P](http://www.boarddocs.com/ca/santarosa/Board.nsf/goto?open&id=A67VEB79DD47) states that Distance Education instructors “[m]aintain frequent regular student contact, in asynchronous and/or synchronous mode, equal to that of a similar face-to-face section over the course of each week.” The CCC Chancellor’s Office [Distance Education Guidelines](http://extranet.cccco.edu/Portals/1/AA/DE/de_guidelines_081408.pdf) calls for documentation of the type and frequency of interaction appropriate to each DE course.

Use the checkboxes to indicate types and frequency of contact appropriate to this DE course:

|  |  |
| --- | --- |
| Type of Interaction | Frequency of Interaction |
| Instructor participation in online discussions. | Choose an item.  Other frequency: Click here to enter text. |
| Online chat sessions initiated by instructor. | Choose an item.  Other: Click here to enter text. |
| Web conference sessions initiated by instructor. | Choose an item.  Other: Click here to enter text. |
| Video lectures/communication created by instructor. | Choose an item.  Other: Click here to enter text. |
| Audio lectures/communication created by instructor. | Choose an item.  Other: Click here to enter text. |
| Email messages initiated by instructor. | Choose an item.  Other: Click here to enter text. |
| Course announcements by instructor. | Choose an item.  Other: Click here to enter text. |
| Gradebook feedback/comments by instructor. | Choose an item.  Other: Click here to enter text. |
| SMS (text) messaging initiated by instructor. | Choose an item.  Other: Click here to enter text. |
| Telephone calls initiated by instructor. | Choose an item.  Other: Click here to enter text. |
| Other method initiated by instructor:  Click here to enter text. | Choose an item.  Other: Click here to enter text. |

# III. Course outline of record

**COR changes:** If you selected on page 1 of this form “Course Status - COR changes and DE Proposal added concurrently,” identify all proposed changes to the COR that are being made to accommodate Distance Education delivery. Please note that proposed COR changes must be approved **before** this DE Proposal can be approved by Curriculum.

|  |  |  |
| --- | --- | --- |
| COR component being changed | Proposed changes to COR to accommodate Distance Ed delivery | |
| Student Learning Outcomes  Click here to enter text. | Click here to enter text. |
| Objectives  Click here to enter text. | Click here to enter text. |
| Topics and Scope  Click here to enter text. | Click here to enter text. |
| Representative Assignments  Click here to enter text. | Click here to enter text. |
| Methods of Evaluation/Basis of Grade  Click here to enter text. | Click here to enter text. |

**For hybrid courses:** Identify any components from the Course Outline of Record that the instructional department deems should only be completed face-to-face. If none, enter NA.

|  |  |
| --- | --- |
| COR component | Rationale for face-to-face delivery |
| Student Learning Outcomes that require face-to-face contact:  Click here to enter text. | Click here to enter text. |
| Objectives that require face-to-face contact:  Click here to enter text. | Click here to enter text. |
| Topics and Scope that require face-to-face contact:  Click here to enter text. | Click here to enter text. |
| Representative Assignments that require face-to-face contact:  Click here to enter text. | Click here to enter text. |

# NOTES AREA

Optional: Use this area to add additional information about online delivery methods for this course. (Not required unless Curriculum committee members ask for additional information.)

Click here to enter text

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# V. Required Signatures

Submitter:                                                                                                        Date:

Dept. Chair: :                                                                                      Date:

Supervising Administrator:                                                                             Date:

# V. SUBMISSION

Print and mail this signed proposal to the Curriculum Office via campus mail.

Suspended while working remotely. Curriculum office will reach out to department chair & administrator to verify changes