

Emergency DE Addenda

A review of the process

Presenters

- Josh Adams - Dean of Public Safety, Dean of Curriculum
- Ann Foster
 - English Faculty, Curriculum Review Committee Faculty Co-Chair
- Lisa Beach – Director of Distance Education
- Chas Crocker – Curriculum Technician
- Adrienne Leihy – Curriculum Technician

Outline

- 1. Welcome and Introductions**
- 2. Logistics**
- 3. Title V & History of SRJC Distance Education (DE) process.**
- 4. Regular DE Addendum: Definition and Purpose**
- 5. CCCCCO Executive Orders**
- 6. CRC Process for Emergency Use DE Addendum (including new definitions)**
- 7. CRC Process for creating Emergency Use DE Addendum**
- 8. Review Form**
- 9. CRC Process for completing and submitting form; creating Emergency Use DE Addendum**
- 10. CRC Website Review**
- 11. Questions/Answers**

Why do we create DE Addenda?

Title 5, Section 55206 – Separate Course Approval


If any portion of the instruction in a new or existing course is to be provided through distance education, an addendum to the official course outline of record shall be required. In addition to addressing how course outcomes will be achieved in a distance education mode, the addendum shall at a minimum specify how the portion of instruction delivered via distance education meets:

- a) Regular and effective contact between instructors and students and among students as referenced in title 5, section 55204(a), and
- b) Requirements of the Americans with Disabilities Act (42 U.S.C. § 12100 et seq.) and section 508 of the Rehabilitation Act of 1973, as amended, (29 U.S.C. § 749d)

The addendum shall be separately approved according to the district's adopted curriculum approval procedures.

Normal DE Addenda process

- An instructor and/or department decides they want to teach a course in a distance education modality (online, hybrid (51-99% online), or blended (1-50% online))
- They contact the Curriculum Office and are added to the current DE Addenda Proposal Canvas Course
- Instructions in that course guide them through completing the proposal and getting signatures from the dean/chair
- The DE Review Subcommittee of the Curriculum Committee reviews the proposal, asks for clarification where needed, and approves
- The Curriculum Committee reviews/approves at their next meeting
- The new DE status is added to the course's COR via SIS



ES 20-12 & ES 20-21



MEMORANDUM

June 9, 2020

ES 20-21 | Via Email

TO: Chief Executive Officers
Chief Instructional Officers

FROM: Marty Alvarado,
Executive Vice Chancellor, Educational Services & Support

RE: EMERGENCY TEMPORARY DISTANCE EDUCATION BLANKET ADDENDUM FOR SUMMER
2020 OR FALL 2020 (**REVISED**)

This memorandum supersedes ES 20-12 released on March 31, 2020.

The current COVID-19 pandemic is a quickly evolving and changing situation and as such, colleges are encouraged to plan proactively and with contingencies for instructional offerings throughout the remainder of the 2020 calendar year. **It is not anticipated that the blanket addendum/waiver process will continue into 2021,** however, there remains a significant likelihood that restrictions on face-to-face instruction may continue into 2021. **Thus, any request for a temporary distance education blanket addendum will be required to identify, as part of the request, a plan for local approval of all courses that will be offered online.** Information on the requirements for the full addendum request, including MIS course coding requirements, and updates on the ACCJC approval process are provided in this memo. Given the current recommendations by the State of California, **all colleges are required to submit an addendum for Summer 2020 by May 20, 2020. Additionally, it is strongly recommended that colleges plan to submit an addendum for Fall 2020 by July 1, 2020,** given current indications that the COVID-19 pandemic may last beyond Summer 2020.

CRC Process of creating Emergency Use DE Addendum

- CRC members reviewed regular DE form; Lisa Beach addressed questions (via Zoom and e-mail)
- With continued support from DE, CRC subcommittee made modifications to existing form to share with entire CRC
- CRC approved 1st draft
- 1st draft shared with Senate for feedback
- 2nd draft created, shared with CRC prior to May 20 Senate meeting
- At May 20 Senate meeting, Senate approved Emergency DE Form for use with a single course or with multiple courses within a discipline.

Completing the Emergency DE Form

- Emergency DE form:
- <https://curriculum.santarosa.edu/sites/curriculum.santarosa.edu/files/EMERGENCY%20DE%20ADDENDUM.docx>
- Link to the form is in two places
 - Curriculum Development (on the left): Forms link. Once selected, sixth link: [Emergency Distance Education Form](#)
 - COVID-19 Resources & Updates (top of page): once selected, first link: [Emergency Distance Education Addendum for Courses](#)

Volume

- How many CORs do we have? 1883
- How many are already DE Approved?
 - 229 (either)
 - 86 (hybrid)
 - 109 (exclusively online)
- How many need Emergency DE Addendum? 1459? 1654?

1654*

- Emergency timing
 - Before semester (need Exclusively online vs 86 approved for hybrid)
 - During semester (need Hybrid vs 109 approved for exclusively online)
- No Distance Education desired
- Know your courses

Timeline

Earlier is better!

Curriculum Office - 10/12/2020

DE Reviewers – end of October,
beginning of November

CRC Agenda - 11/23/2020

Board of Trustees Agenda –
12/8/2020*

Workflow

Faculty
submitter: <https://curriculum.santarosa.edu/>

Department Administrative Assistant

- Chair signature
- Dean signature

Curriculum Office – CRC Emergency DE
Reviewers

CRC Consent Agenda*

Board of Trustees

FAQ

Where do I go to see if a course has been approved for online teaching?

- Each Course Outline of Record has this information listed in the "Other Code" section at the end. Otherwise, a list of courses currently approved for Regular DE can be found here:

<https://curriculum.santarosa.edu/sites/curriculum.santarosa.edu/files/Regular%20DE.xlsx>

Where can I find the Emergency DE Addendum link?

<https://curriculum.santarosa.edu/sites/curriculum.santarosa.edu/files/EMERGENCY%20DE%20ADDENDUM.docx>

If SLO needs modification, does the SLO need to be changed on the course outline?

- It depends. A modification to the COR is not needed if an explanation of how an SLO can be accomplished online is noted in Addendum. However, if the SLOs cannot be accomplished as written in the COR, then a modification to the COR would be needed before the addendum can be approved.

What is the submission deadline for the Emergency DE Addendum?

- October 12 is the deadline to email the addendum to the Curriculum Office (ccrocker@santarosa.edu)

What is the submission deadline for the Regular DE Addendum?

- August 27 is the deadline to submit into Canvas with a spring effective date (<https://de.santarosa.edu/creating-new-online-classes>)

FAQ

The deadline of 8/27 for regular DE proposals is rapidly approaching, do you anticipate any extensions of this deadline?

- The difficulty with an extension for the regular DE addendum is that there are several approvals which need to occur before a course can be listed online in the schedule. Working backwards: (1) the schedule is finalized the end of October, (2) October Board of Trustees approval is needed, (3) September CRC recommendation is needed (agenda is typically built two weeks out), (4) DE Reviewers must have time to review, and have questions answered, in order to recommend approval, (5) addendum is submitted into Canvas.

On the regular DE addendum, can we select multiple modalities for one course (meaning select both 100% and hybrid to have that flexibility)?

- Yes. This holds true for both the Regular DE Addendum and the Emergency DE Addendum.

On the emergency DE addendum, can we combine courses that have differing requirements for modalities? (for example, 2 courses that can be offered in all modalities and 2 courses that can only be offered in a partially online modality)?

- No. Please use separate forms for courses that have differing modalities approved.

We are planning a DE workshop in (enter your department here). Would the CRC Co-Chairs/Lisa Beach/Curriculum Office be available to help?

- Absolutely. Let us know when you would like to meet.

What is the requirement for online certification for instructors to teach online courses?

Online certification is a departmental requirement (curriculum

FAQ

Do all modalities need to go through this approval process?

- All Distance Education modalities require a separate approval process according to title 5. This includes Fully Online (FO), Partially Online (PO), and Online with Flexible In-person requirements (OFI).

Would a course with a required lab component be considered Partially Online (PO)?

- Yes. Any requirement for students to be in a particular place at a specified time would be considered PO.

If I allow students to schedule a visit to a museum at a time and location of their choosing, would that be considered Online with Flexible In-person requirements (OFI)?

- Yes. If an in-person component allows students to choose a time (or choose from a range of times) and location that is convenient to them, then the course can be considered OFI.

What is the downside of having all the boxes checked? Why would I uncheck a box if it gives less flexibility?

- Leaving all the boxes checked increases your flexibility, and so is encouraged.

If we move from face to face to fully online due to emergency after a semester has begun, the timing of that move may compromise the ability to achieve all SLOs for some classes. How do we handle that potential event in filling out the form?

- Identify the SLOs/Objectives in the Addendum that will need to be completed in person in order to allow the other part of the course to be offered in an online modality.

FAQ

How does an approved Emergency DE addendum interface with individual faculty responses? For example, if the department felt a course could be taught “partially online”, but in an actual emergency, the assigned instructor does not feel qualified to do so.

This might be something that would be negotiated at that time, similar to what happened this in spring 2020.