

Distance Education Addendum

Subject and Course ID Number: [Click or tap here to enter text.](#)

Course Title: [Click or tap here to enter text.](#)



Distance Education Curriculum Proposal Addendum

This form must be completed for any course offered in an online modality, and it should be updated whenever the COR (Course Outline of Record) is updated. Please complete this form for a course; do not make it instructor specific. Save the form with a file name that includes "DEA" (Distance Education Addendum) followed by the course discipline prefix and course number, for example, "DEA.IHSS100.docx." Email the completed form to the NOCE Distance Education Faculty Coordinator.

Relevant Title 5 Sections

§ 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 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 the 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.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

§ 55202 Course Quality Standards

The same standards of course quality shall be applied to any portion of a class conducted through distance education as are applied to in-person classes, in regard to the quality judgment made pursuant to the requirements of section 55002, and in regard to any local course quality determination or review process. Determinations and judgments about the quality of distance education under the course quality standards shall be made with the full involvement of faculty in accordance with the provisions of subchapter 2 (commencing with section 53200) of chapter 2.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

§ 55204 Instructor Contact

In addition to the requirements of section 55002 and locally established requirements applicable to all courses, district governing boards shall ensure that:

- (a) Any portion of a course conducted through distance education includes regular effective contact between instructor and students, and among students, either synchronously or asynchronously, through group or individual meetings, orientation and review sessions, supplemental or study sessions, field trips, library workshops, telephone contact, voice mail, email, or other activities. Regular effective contact is an academic and professional matter pursuant to sections 53200 et seq.
- (b) Any portion of a course provided through distance education is conducted consistent with guidelines issued by the Chancellor pursuant to section 409 of the Procedures and Standing Orders of the Board of Governors.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

Distance Education Addendum

Subject and Course ID Number: [Click or tap here to enter text.](#)

Course Title: [Click or tap here to enter text.](#)

For text boxes ([Click or tap here to enter text.](#)) type your answers; the box will expand to accommodate text.

Course Title: [Click or tap here to enter text.](#)

Instruction Student Contact Hours: [Click or tap here to enter text.](#)

Click to Select the **one best option** for your course.

1. **Rationale:** What is the intent of offering the course by distance education mode? Discuss how offering this course in DE mode benefits students or meets student needs. **Example:** *This course is designed for students who may not otherwise be able to attend a traditional course, or those who simply want to take advantage of the convenience and flexibility of fully or partially online courses.*

[Click or tap here to enter text.](#)

A. **Mode of Delivery:** Check all that apply.

- Fully Online (FO): all instruction is online
- Partially Online (PO): online instruction with scheduled on-campus meetings and/or assessments; hybrid
- Online with Flexible in-person component (OFI): online instruction with in-person/proctored assessment/activities at a flexible time and place.
- Correspondence as an **Emergency Contingency only**

2. **Learning Objectives:** For classes proposed in the fully online modality, describe how students can achieve learning objectives/outcomes as described in the official Course of Record (COR). **This applies to any course objective or outcome that may not be facilitated by the Learning Management System (LMS), Canvas.** An example would be a skill demonstration such as an oral presentation or language demonstration, mandatory laboratory, project presentation, etc. For each applicable objective/outcome, describe a sample assignment used in the online modality and the method of evaluation. If the course is proposed as partially online or all of the course objectives can be met using LMS tools, check Not Applicable.

Not Applicable

[Click or tap here to enter text.](#)

3. **Regular Effective Contact for Online Education Courses:** Please complete this form for a course. Do not make it instructor specific. Check examples of the types of interaction for instructor to student, student to student, and student to content.

Distance Education Addendum

Subject and Course ID Number: [Click or tap here to enter text.](#)

Course Title: [Click or tap here to enter text.](#)

Methods of Instruction: Methods of Instruction should reflect criteria for full-term courses offered at the allowable percentage checked in Delivery Mode above. It is understood that contact types and assignments will vary in a partial modality and that criteria will be scaled in classes offered in a compressed format.

Instructor-Student Interactive Contact

Instructor-Student interactive contact email distribution:

- Email via Canvas LMS
- Other Email (e.g. Gmail) – Describe in textbox below.

Describe other email (max 1000 characters). Required if above “Other Email” box is checked.
[Click or tap here to enter text.](#)

Email descriptions that demonstrate instructor-student interaction:

- Instructor-Student questions/comments/problem solving
- Regular to-do lists, reminders, assignment descriptions
- Other Emails: Describe in textbox below.

Describe other email (max 1000 characters). Required if above “Other Emails” box is checked.
[Click or tap here to enter text.](#)

Announcement Distribution:

- Announcements: Canvas LMS
- Announcements: Website (i.e. publisher website, faculty website)
- Other Announcements: Describe in textbox below.

Describe other Announcements (max 1000 characters). Required if above “Other Announcements” box is checked.
[Click or tap here to enter text.](#)

Assessment Types:

Exams:

- Exams using Canvas LMS
- Exams using websites (i.e. publisher websites)
- Exams face-to-face or at proctored locations
- Exams via email
- Other Exams

Distance Education Addendum

Subject and Course ID Number: [Click or tap here to enter text.](#)

Course Title: [Click or tap here to enter text.](#)

Describe other exams (max 1000 characters). Required if above “Other Exams” box is checked.
[Click or tap here to enter text.](#)

Quizzes/Surveys:

- Quizzes/Surveys using Canvas LMS
- Quizzes/Surveys using websites (i.e. publisher websites, Survey Monkey)
- Quizzes/Surveys face-to-face or at proctored locations
- Quizzes/Surveys via email
- Other Quizzes/Surveys

Describe other quizzes/surveys (max 1000 characters). Required if above “Other Quizzes/Surveys” box is checked.

[Click or tap here to enter text.](#)

Projects:

- Projects submitted using Canvas LMS
- Projects submitted using websites (i.e. publisher websites)
- Projects submitted face-to-face on campus
- Projects submitted via email
- No Projects
- Other Projects

Describe other projects (max 1000 characters). Required if above “Other Projects” box is checked.

[Click or tap here to enter text.](#)

Online Discussions:

- Online Discussions using Canvas LMS tools
- Online Discussions using websites (i.e. publisher websites)
- Online Discussions using email
- No Online Discussions
- Other Online Discussions

Describe other online discussions (max 1000 characters). Required if above “Other Online Discussions” box is checked.

[Click or tap here to enter text.](#)

Distance Education Addendum

Subject and Course ID Number: [Click or tap here to enter text.](#)

Course Title: [Click or tap here to enter text.](#)

Videos/Podcasts:

- Videos/Podcasts links posted in Canvas LMS
- Videos/Podcasts links posted on websites (i.e. publisher websites)
- Videos/Podcasts links sent via email
- No Videos/Podcasts
- Other Videos/Podcasts

Describe other videos/podcasts (max 1000 characters). Required if above "Other Videos/Podcasts" box is checked.

[Click or tap here to enter text.](#)

Orientations:

- Orientations using Canvas LMS
- Orientations using websites (i.e. faculty websites)
- Orientations face-to-face on campus
- Orientations via email
- Other Orientations

Describe other orientations (max 1000 characters). Required if above "Other Orientations" box is checked.

[Click or tap here to enter text.](#)

FAQS:

- FAQS posted on Canvas LMS
- FAQS posted on websites (i.e. publisher websites)
- FAQS sent via email
- No FAQS
- Other FAQS

Describe other FAQS (max 1000 characters). Required if above "Other FAQS" box is checked.

[Click or tap here to enter text.](#)

Other:

- What other types of instructor-student interactions will occur?
- How will tools be used?

Describe other types of instructor-student interactions and tools used. (max 1000 characters).

Required if above "Other" boxes are checked.

Distance Education Addendum

Subject and Course ID Number: [Click or tap here to enter text.](#)

Course Title: [Click or tap here to enter text.](#)

[Click or tap here to enter text.](#)

Student-Student Interactive Contact (not applicable for Correspondence)

- Online Discussions
- Email
- Wikis
- Virtual Chat (Canvas Chat, Big Blue Button, Google Talk, CCC Confer/Zoom)
- Other

Describe other FAQs (max 1000 characters). Required if above "Other" box is checked.

[Click or tap here to enter text.](#)

Student to Content

Content: Lectures/handouts/PowerPoints which coincide with the lecture topics in the Course Outline of Record (COR)

- Content on Canvas LMS
- Content on websites (i.e. publisher websites)
- Content links via email
- Other

Describe other (max 1000 characters). Required if above "Other" box is checked.

[Click or tap here to enter text.](#)

Individual Student Assignments: Chapter review/worksheets/reflections/essays which coincide with the assignments in the Course Outline of Record (COR)

- Individual Student Assignments on Canvas LMS
- Individual Student Assignments on websites (i.e. publisher websites)
- Individual Student Assignments links via email
- No Individual Student Assignments
- Other Individual Student Assignments

Describe other individual student assignments (max 1000 characters). Required if above "Other Individual Student Assignments" box is checked.

[Click or tap here to enter text.](#)

Distance Education Addendum

Subject and Course ID Number: [Click or tap here to enter text.](#)

Course Title: [Click or tap here to enter text.](#)

Group/Team Student Assignments: Peer assignments/projects/journals/wikis which coincide with the assignments in the Course Outline of Record (COR)

- Group/Team Student Assignments on Canvas LMS
- Group/Team Student Assignments on websites (i.e. publisher websites)
- Group/Team Student Assignments via email
- No Group/Team Student Assignments
- Other Group/Team Student Assignments

Describe other group/team student assignments (max 1000 characters). Required if above "Other Group/Team Student Assignments" box is checked.

[Click or tap here to enter text.](#)

Other:

- What other types of student-content interactions will occur?
- How will tools be used?

Describe other types of student-content interactions and tools used. (max 1000 characters). Required if above "Other" boxes are checked.

[Click or tap here to enter text.](#)

4. Instructional Materials and Resources: Please complete this form for a class; do not make it instructor specific.

Faculty Resources

Aside from the NOCE Canvas Learning Management System, <https://noce.instructure.com/>, identify the instructional materials and resources needed to teach this course in a DE mode (for example, MyMathLab).

Note: The free Canvas site is for the purposes of course development only and may not be used to offer classes.

- Hardware (for example, video camera or microphone)
- Software applications/programs (other than internet browser and Microsoft Office Pro)
- Other

List and describe any hardware, software applications, programs, or faculty resources that are required for this DE course.

[Click or tap here to enter text.](#)

Distance Education Addendum

Subject and Course ID Number: [Click or tap here to enter text.](#)

Course Title: [Click or tap here to enter text.](#)

Student Resources

Identify and list the student materials and resources needed to successfully complete this class in a DE mode:

- Hardware (for example, video camera or microphone)
- Software applications/programs (other than internet browser and Microsoft Office Pro)
- Other

List and describe any hardware, software applications, programs, or resources that are required for this DE course.

[Click or tap here to enter text.](#)

5. Accessibility: All instructors are responsible for ensuring that a Distance Education course is compliant with the *Americans with Disabilities Act of 1990* and the *1998 Amendment to the Workforce Rehabilitation Act (Section 508)*. Describe how the design of the distance education course will ensure access for students with disabilities as required by these laws. For required course assignments, check all that will be utilized and describe how universal design components will be applied.

- Word processing documents designed for accessibility
- Images – use of “Alternate Text” for accessibility
- PowerPoint documents designed for accessibility
- Instructor videos – Closed-captioned provided for accessibility
- External links to videos (may not need closed-captioning or transcript)
- External links designed for accessibility
- Field Trips
- Other: Alternate field trip accommodations for students with verified disabilities; for example, virtual field trips. Describe alternate field trip accommodations if the “Other” box is checked
- Other

List and describe any other software applications, programs, or resources that are required for this DE course. Required if “Other” box is checked.

[Click or tap here to enter text.](#)