PROVISIONAL DISTANCE LEARNING ADDENDUM

COURSE(S):

_____

*These courses may be offered via **distance education**, when needed, during college/facility closure **emergencies**, through mutual agreement. This addendum applies to sections/hours scheduled face-to-face.*

STUDENT AUTHENTICATION
EDE (emergency distance education) will use Canvas. The syllabus, grades, and other course materials will be housed in Canvas.

RIGOR
EDE sections will cover the course content in the course outline of record (COR). EDE sections will meet the learning objectives and student learning outcomes in the COR.

SYNCHRONOUS MEETING TIMES
Any required synchronous meeting times will ONLY take place within section meeting times published in the class schedule.

REGULAR AND EFFECTIVE CONTACT
In DE sections, regular and effective contact between students and instructor, and between students, must be maintained. How will classes meet this requirement?

INSTRUCTOR CONTACT - check all that may apply:
☐ online conferences (e.g. Zoom or other web conferencing platform lecture, office hours, etc.)
☐ instructor-created content (e.g. Canvas pages, videos, slides, handouts)
☐ regular announcements (e.g. weekly Canvas announcements)
☐ meaningful assignment feedback (e.g. Canvas rubrics and/or SpeedGrader comments)
☐ online discussion with instructor participation (e.g. Canvas discussion with instructor replies and/or SpeedGrader comments)
☐ easily accessed instructor contact information with expected response time
☐ other (describe)_____

STUDENT-TO-STUDENT CONTACT - check all that may apply:
☐ online discussion
☐ online conferences with student participation (e.g. online conferencing breakout groups)
☐ peer review
☐ collaborative group assignments
☐ other (describe) _____

LEARNING MODALITIES
In the distance education environment, presentations and learning materials must be electronic. How will classes meet this requirement? Check all that may apply:
☐ Synchronous web conferencing lectures or demonstrations
☐ readings
☐ video
☐ slides or multimedia
☐ audio
☐ other (describe) _____

ASSESSMENT

In the distance education environment, assessment must be electronic. Authentic assessment is encouraged. How will classes meet this requirement? Check all that may apply:

☐ quizzes and/or exams

☐ online discussions

☐ projects or labs

☐ writing assignments

☐ presentations

☐ student performance or creative work

☐ other (describe) _____

ACCESSIBILITY

All required course materials must be accessible to students with disabilities. How will classes meet this requirement? Check all that may apply:

☐ Online conferencing sessions will be recorded with transcripts or live-captioned if needed

☐ accessible versions of textbooks and publisher materials will be made available as needed

☐ required video will be captioned

☐ required audio will include transcripts

☐ required documents (Canvas pages, slides, Word docs, etc.) will be accessible

---

My signature below indicates that I have reviewed this form for completeness and support this addendum.

Lisa Malley
_____   _____
Department Chair/Coordinator   Date

Andy McCutcheon
_____   _____
Division/School Dean   Date

RESOURCES

- **Accessibility**. OEI offers self-paced online courses that explain **accessibility** in Canvas, PowerPoint, Microsoft Word, and Video. Students generally consult with staff for accommodations, including accessible versions of textbooks (Section 504 compliance).

- **Course Design**. For a comprehensive quality review, see the CVC/OEI Course Design Rubric. The OEI also offers a Course Review Prep Form with links to explanations starting on page 2.

- **College of the Canyons**: COC Online Education, Center for Excellence in Teaching

- **Equity.** Employing Equity-Minded & Culturally-Affirming Teaching Practices in Virtual Learning Communities (YouTube video recording)