

Fullerton College

Distance Education Addendum for Online and/or Hybrid Proposals

This DE Addendum is a revision of the 2020 version and is effective Fall 2023.

This document is required in order to propose a course for traditional ongoing online and/or hybrid delivery outside of emergencies that disrupt face-to-face instruction.

Please complete this form, which will be included in the Course Outline of Record (COR). Since this DE Addendum is part of the COR, information should reflect department expectations of the course outline, and not be tailored to a specific instructor.

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.COUN151F.pdf."

Once the DEA has been filled out completely, please upload to "Attach Files" in the course proposal in CurricUNET.

Please contact the Curriculum Committee chair if there are questions.

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 substantive interaction 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 and substantive interaction 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, voicemail, email, or other activities. Regular and substantive interaction 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.

Instructions:

To complete the DE Addendum, please type your answers in the spaces provided and marking (checking) applicable responses.

Please complete all pages and contact your Curriculum Representative for assistance if you have any questions about completing this form.

Course Prefix, Number, and Title:

Effective Date Proposed:

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. Please copy and paste the following example, or type your own response in a paragraph or so.

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.

Modes of Delivery:

Check only the modes that reflect the course outline's methods of instruction, methods of evaluation, assignments, and course content.

Asynchronous Online: There are no regularly-scheduled class times online (via Zoom or another video platform). Instructor and students communicate at any time.

Synchronous Online: There are regularly-scheduled class times online, as indicated in the class schedule and course syllabus. It resembles an in-person class, except that it is held online.

Hybrid: There is online instruction with regularly-scheduled and required on-campus meetings.

Hyflex: There is instruction with regularly-scheduled meetings that occur simultaneously in-person and via interactive live broadcasting in real-time.

Online with Flexible In-Person Component: There is online instruction with in-person and/or proctored assessment/activities at a flexible time and place.

Note: If this DEA accompanies a course going through a new or revision approval process on CurricUNET, please make sure that Mode of Delivery matches on CurricUNET and this DEA.

Learning Objectives:

Explain how students can achieve learning objectives/outcomes as described in the official Course of Record (COR).

Note: If all of the course objectives can be met using Canvas Learning Management System (FC LMS) tools or in the case of a hybrid using Canvas tools and/or in face-to-face meetings, simply check the box below.

Course objectives and SLOs can be met using Canvas LMS and/or during face-to-face meetings.

For any course objective or outcome that may not be facilitated by the Canvas LMS, provide an explanation of how it will be met below. 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.

Regular and Substantive Interaction for Online Education Courses:

Frequency: Instructor-student and student-student interactions will occur at least weekly for semester length classes and more frequently for short-term classes via Canvas LMS, Zoom or other video chat, websites, faculty virtual office hours, Wikis, apps and/or email. Instructors will respond to inquiries from students, ideally within 24 hours and within three days Monday through Friday.

Contact Types: Contact types include three categories required by Title 5: instructor to student, student to student, and student to content (meaning how students access and interact with course content). Check some examples that may be used in this course under each of the three category headings below.

Instructor-Student Interactive Contact

Orientations:

Orientations using Canvas LMS

Orientations using websites (i.e., faculty websites)

Orientations face-to-face on campus

Other Orientations (Description below is required if this box is checked.)

Describe Other Orientations:

Email Distribution:

Email via Canvas LMS

Other Email (e.g., Gmail, etc. Description below is required if this box is checked.)

Describe Other Email:

Email Descriptions:

Instructor-Student questions/comments/problem-solving

Regular to-do lists, reminders, assignment descriptions

Other Emails (Description below is required if this box is checked.)

Describe Others Emails:

Announcement Distribution:

Announcements: Canvas LMS

Announcements: Website (e.g., publisher website, faculty website)

Other Announcements (description below is required if this box is checked)

Describe Other Announcements:

Frequently Asked Questions (FAQs):

FAQs posted on Canvas LMS

FAQs posted on websites (i.e., publisher websites)

FAQs handled through a designated student discussion board (e.g., student lounge, Q&A, student café, etc.)

Other FAQs (Description below is required if this box is checked.)

Describe other FAQs:

Exams/Quizzes/Surveys:

Exams/Quizzes/Surveys using Canvas LMS Exams/Quizzes/Surveys using websites (i.e., publisher websites)

Exams/Quizzes/Surveys face-to-face or at proctored locations

Other Exams/Quizzes/Surveys (Description below is required if this box is checked.)

Describe Other Exams/Quizzes/Surveys:

Projects:

Projects submitted using Canvas LMS

Projects submitted using websites (e.g., publisher websites)

Projects submitted face-to-face on campus

Other Projects (Description below is required if this box is checked.)

Describe Other Projects:

Individualized Instruction:

Instructor guided student application of course content

Student demonstration with instructor feedback

Instructor facilitation of small group presentations

Student projects developed through extensive feedback and re-working process

Writing assignments developed through extensive feedback and multiple revisions

Intensive one-on-one coaching during practice/rehearsal

Tutoring to enhance student understanding/skill development

Instructor directed student performance/activities

Other (Description below is required if this box is checked.)

Describe Individualized Instruction:

Other:

Describe other types of instructor-student interactions, as well as which tools will be used, and how the tools will be used.

Student-Student Interactive Contact

Online Class and/or Group Discussions:

Online Discussions using Canvas LMS tools

Online Discussions using websites (i.e., publisher websites)

Online Peer Review Using Canvas

Virtual Chat (e.g., Canvas Chat, Pronto, Google Talk, Zoom/Web Conferencing)

Other Online Interactions between students (Description below is required if this box is checked.)

Describe other online interactions between students, such as, for example, via email or Wikis:

Student to Content (Delivery, Access, and Interaction)

Methods of Delivery for Course Materials that coincide with the lecture topics in the Course Outline of Record (COR):

Lectures/Digital Handout

PowerPoints Videos/Podcasts Audio Recordings

Other Methods of Content Delivery (Description below is *required* if this box is checked.)

Describe other methods of content delivery:

Access to Course Materials:

Content on Canvas LMS

Content on websites (i.e., publisher websites) Content links embedded into Canvas

Content via Virtual Classroom (e.g., Zoom or another type of Web Conferencing)

Other access to content (Description below is *required* if this box is checked.)

Describe other methods of access to content:

Individual Student Assignments:

Chapter review/worksheets/reflections/essays etc. that coincide with the content and assignments in the Course Outline of Record (COR)

Individual Student Assignments on Canvas LMS

Individual Student Assignments on websites (e.g., publisher websites)

Other Individual Student Assignments (Description below is *required* if this box is checked.)

Describe other Individual Student Assignments:

Group/Team Student Assignments:

Peer assignments/projects/journals/wikis etc. that coincide with the content and 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)

Other Group/Team Student Assignments (Description below is required if this box is checked.)

Describe other Group/Team Student Assignments:

Other Student-Content:

Course will include other types of content related assignments (Description below is required if this box is checked.)

Describe other types of content related assignments, as well as which tools will be used, and how tools will be used:

Instructional Materials and Resources for this Course (not instructor-specific):

Instructor Resources

Aside from the FC Canvas Learning Management System, identify the instructional materials and resources needed to teach this course in an online or hybrid format (for example, MyMathLab).

Hardware (e.g., video camera or microphone)

Software applications/programs (other than internet browser and Microsoft Office)

Other (Description below is required if this box is checked.)

List and describe any hardware, software applications/programs, or other faculty resources that are required for this online or hybrid course:

Student Resources

Identify the student materials and resources needed to successfully complete this class in an online or hybrid format:

Hardware (e.g., video camera or microphone)

Software applications/programs (other than internet browser and Microsoft Office)

Proctoring software (e.g., Lockdown Browser, Respondus Monitoring, Adobe, etc.)

Other (description below is required if this box is checked)

List and describe any hardware, software applications/programs, or other resources that are required for this online and/or hybrid course.

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 course for distance education will ensure access for students with disabilities as required by these laws. Check all that will be used to address all required coursework.

Word processing documents designed for accessibility

Images – use of “Alternate Text” for accessibility

PowerPoint documents designed for accessibility

Instructor videos – Closed-captioning provided for accessibility

External links to videos (closed-captioning and links designed for accessibility)

External links designed for accessibility

Field Trips with alternate field trip accommodations (e.g., virtual field trips)

Publisher Content

Other (Description below is required if this box is checked.)

List and describe any other accessibility tools/strategies that are required for this online and/or hybrid course:

Notes for Review (OPTIONAL):

Use this section only if there is additional information critical for this proposal not addressed previously on this form, otherwise leave this section blank.