

**COLLEGE OF THE CANYONS**  
**EMERGENCY TEMPORARY DISTANCE EDUCATION**  
**BLANKET ADDENDUM**  
**SUMMER 2020/FALL 2020**

*As COVID-19 continues to spread within the United States, educational institutions have a duty to protect their students, staff, and communities. The U.S. Department of Education, the California Community College Chancellor's Office (CCCCO), and the Accrediting Commission for Community and Junior Colleges (ACCJC) have provided guidance for how districts can continue to serve students while minimizing community transmission of this virus. With this guidance and steering from a team of faculty, staff, and administrators, the following instructional plan will be in effect:*

- Online (100%) courses, those that have an approved Distance Learning Addendum (DLA) for 100% online instruction, will continue with no changes to instruction. Title 5 and ACCJC quality standards shall be maintained, as reflected in the local Course Outline of Record (COR).
- Hybrid courses that are approved for Online (100%) instruction will move to 100% online as long as on-campus instruction cannot be held for reasons of health and safety. Title 5 and ACCJC quality standards shall be adhered to, as reflected in the local Course Outline of Record. If the hybrid course does not have an approved DLA for 100% online instruction, see "Face-to-Face courses" below. If the hybrid course includes "laboratory" hours, also see "Laboratory classes" below.
- Face-to-Face (F2F) courses, and hybrid courses without an approved DLA for 100% online instruction, will be allowed to use Canvas, Zoom, and/or other software products and digital platforms to deliver content and evaluate student learning via distance education. Faculty are encouraged to work with their colleagues and the Online Education staff to develop ways to deliver content in an accessible format for students. This may include lecturing via Zoom, posting lecture materials and assessments in Canvas, holding synchronous chat sessions with students, providing materials via email, etc. Title 5 and ACCJC quality standards shall be adhered to when selecting modalities.
- Laboratory classes with objectives that require instructor supervision of physical skill development and attainment are difficult to conduct in a distance education format. Faculty in such disciplines shall collaborate to determine alternative distance education modalities to accomplish instruction. The Chancellor's Office, in collaboration with the UC and CSU systems, has granted us flexibility in achieving the required hours of instruction as long as the modalities we employ serve to meet the learning objectives

in the Course Outline of Record (COR) and maintain the Title 5 and ACCJC quality standards.

- Disciplines that determine a permanent DLA is appropriate for their courses shall go through the normal Curriculum Committee process for approval and application. A local plan will be developed that includes a timeline for Fall 2020 approval of these DLA's.
- Disciplines that identify acceptable online modalities for instruction during emergency circumstances shall pursue the application of a temporary DLA through the Curriculum Committee. A local plan will be developed that includes a timeline for Fall 2020 approval of these DLA's.
- For those courses that cannot be taught via an online modality, correspondence education may be utilized.
- This blanket addendum shall be in effect for the Summer 2020 term and the Fall 2020 term, if needed.
- Should the local, state, or federal government determine that some relaxation of social distancing measures is safe and colleges can resume some face-to-face instruction, faculty leadership will work with the District to develop and implement procedures for such transition. Minimizing disruption to students while maximizing student learning shall be an institutional priority during any such transition.
- This addendum is subject to change as necessary to comply with guidance from the U.S. Department of Education, the Accrediting Commission for Community and Junior Colleges, and/or the California Community Colleges Chancellor's Office.

COC Emergency Temporary Distance Education Blanket Addendum Approved by the Curriculum Committee 4.16.20. Approved by Academic Senate 4.27.20