

# PROVISIONAL DISTANCE LEARNING ADDENDUM

COURSE(S):

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*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) \_\_\_\_\_
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## 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
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*My signature below indicates that I have reviewed this form for completeness and support this addendum.*

*Claudia Acosta*

\_\_\_\_\_  
Department Chair/Coordinator

\_\_\_\_\_  
Date

*Andy McCutcheon*

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Division/School Dean

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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)