Emergency DE Blanket Addendum

Requirements from the California Community College Chancellor's Office

- Include list of courses covered by addendum and courses planned to F2F (those that support essential infrastructure)
- Need a plan for obtaining local approval for all courses included in the addendum by December 30, 2020. Plan needs to include: summary of local approval process (including committees involved) schedule of number of courses approved monthly. Courses offered remotely need to meet the following requirements:
  - The outcomes for the course need to be achieved
  - Instruction needs to meet requirements for regular and effective contact
  - Accessibility requirements need to be met
- For accreditation purposes, colleges must identify all programs, degrees, or certificates that will transition to more than 50% online
- A plan for ongoing PD: anticipated training schedules and topics, anticipated number of faculty and staff trained

Plan for Obtaining local approval for all courses

Step 1: Chairs Committee – The Faculty Department Chairs are in the best position to identify which courses can be offered remotely.

- The Faculty Department Chairs will identify courses that need to be offered remotely.

Step 2: Curriculum Committee

- The Curriculum Committee will approve the courses to be offered as distance education in an emergency situation.
- The following statement will be added to the Course Outline of Record for each course that can be offered remotely during an emergency situation.

In emergency circumstances that require campus closure, remote instruction may be incorporated. Course offered remotely will achieve stated learning outcomes by maintaining regular and effective contact through conferencing and LMS applications. Faculty will consult with an accessibility specialist to ensure that the course meets accessibility standards.