

DE ADDENDUM: SUMMER AND FALL 2020

COVID-19 Emergency: Temporary Adjustments to AP 4105 and the MC DE Addendum Process

Context: The California Community Colleges Chancellor's Office (CCCCO) Memorandum ES 20-12 dated on 3/31/2020 establishes the needed components of offering most if not all instruction in an online format during the COVID-19 pandemic and the California Stay at Home directive. At Moorpark College, we are working to comply with this regulation while ensuring academic integrity, faculty-driven course quality, and student success.

CCCCO Memo ES 20-12 states:

- 1) The college may request approval for an Emergency Temporary Distance Education Blanket Addendum (ETDEBA) from the CCCCCO by submitting the list of courses that have been scheduled to be offered in the summer and the fall of 2020.
 - a. Note that there are additional required data elements that must be included with the (ETDEBA):
At a minimum, a summary of the local approval process including the committee's involvement, and a timeline for DE course approvals.
- 2) In order to comply with the additional required data elements to obtain the ETDEBA, the college must move forward with a plan to obtain local DE approval of all courses that have been scheduled for the summer and the fall of 2020 by 12/30/20.

Regulations and Policies Regarding DE Addendum:

ACCJC Standard II. A. 1, Title 5, Section 55206 and the **VCCCD BP/AP 4105 Distance Education requires:** An addendum to the official course outline of record be completed if any portion of the instruction of a new or existing course is provided through distance education. The addendum must be approved according to the District College curriculum approval procedures. The addendum **must** address the following:

- How course outcomes will be achieved in a distance education mode:
- How the portion of instruction delivered via distance education provides regular and effective contact between instructors and students; and
- How the portion of instruction delivered via distance education meets the requirements of the Americans with Disabilities Act (ADA) and Section 508 of the Rehabilitation Act of 1973.

To this end, the Co-Chairs of Curriculum Committee will be working with discipline faculty to complete the DE Addendum that upholds the aforementioned requirements, standards and guidelines:

- 1) Every course that is scheduled for summer and fall of 2020 must complete the plan for the Distance Education Addendum which includes submission to CourseLeaf (CL) and local curriculum approval by **December 30, 2020.**
- 2) Courses that are not offered for summer and fall of 2020 but can be converted to Distance Education (hybrid or 100%) should be updated using the DE Addendum in CL and taken through the local curriculum process as soon as possible.
- 3) Courses that are not ideal for Distance Education but in emergency situations would be considered for Distance Education, should still be updated with an appropriate DE Addendum with a "Fully Online by

Mutual Agreement” (FOMA) clause and submitted to the local curriculum process for approval. The FOMA will state and make clear that the DE Addendum of the course is only binding in emergencies where campus closures are mandatory, otherwise, the course is face-to-face and the DE Addendum is not binding.

- 4) Courses that cannot be converted to 100% Distance Education because they cannot effectively meet their course learning outcomes (CLOs) due to statutes, regulations or articulation agreements with universities such as EATM courses, Nursing and Allied Health practicum courses, science and engineering labs, FTMA courses, ART courses, KIN courses, etc. need to have a statement issued by the discipline faculty and department chair, and supported by the division dean indicating why the courses in a given program cannot be converted to Distance Education, and outline a contingency plan, which may even include course cancellations, in case of mandatory campus closures.

Curriculum Committee Co-Chairs are proposing the following protocol for the aforementioned response to be completed by noon on Monday June 1st, 2020:

- Department chairs need to consult with their faculty and prepare a list of courses that already have DE approval and a list of courses which do not
- For each course the following flowchart needs to be completed so that the appropriate actions can be identified by the CC Co-Chairs towards the mandated college response to the CCCCCO Memo ES 20-12.

Course#:

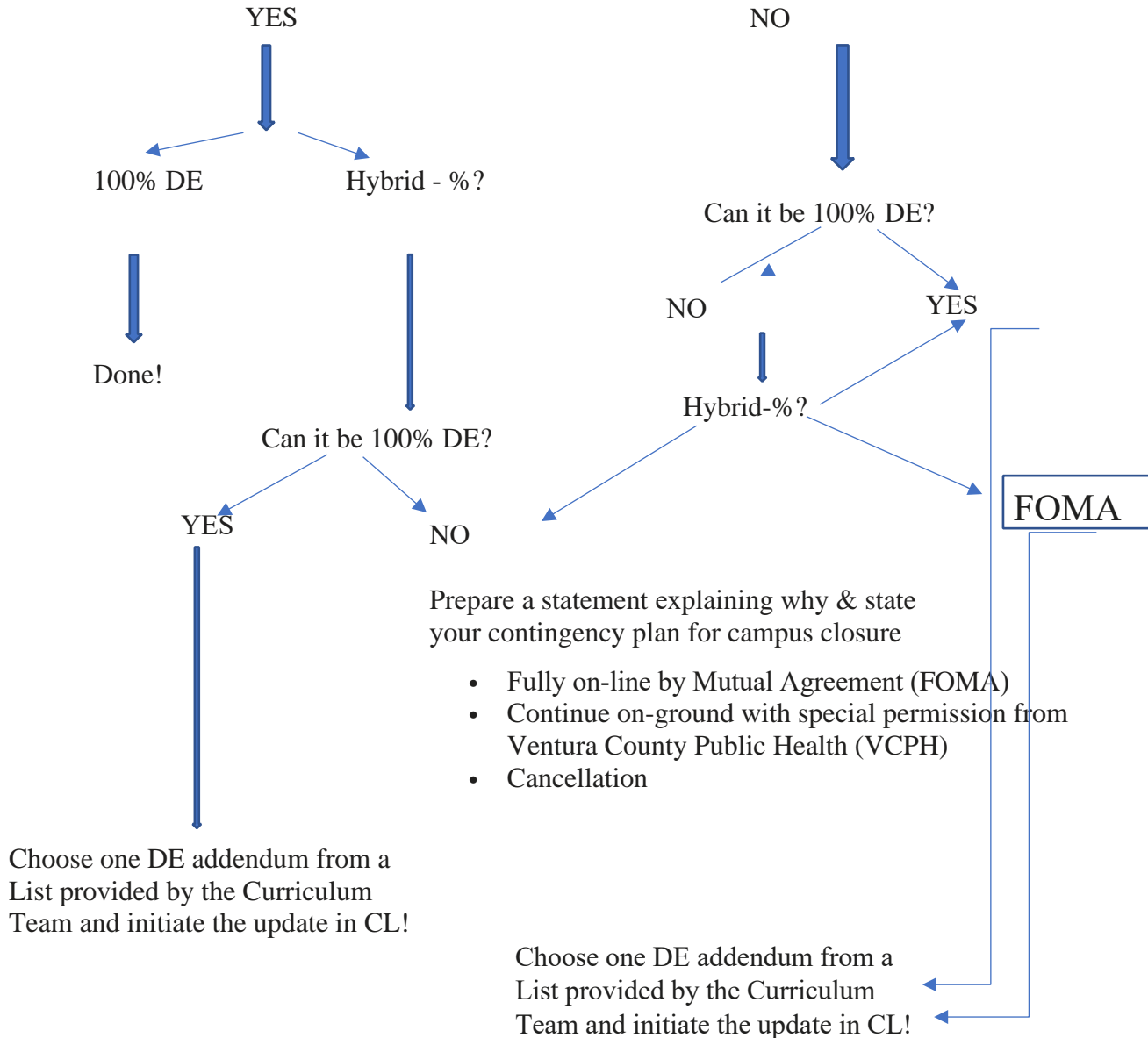
Course Title:

Units:

The course is scheduled for: Summer 2020

Fall 2020

Does the Course Have an Approved DE Addendum?



Note: Curriculum Committee Co-Chairs will provide the faculty with a list of approved DE Addenda that can be utilized to expeditiously complete the DE Addendum in CourseLeaf. Furthermore, if the department requires assistance in completing the DE Addendum and initiating the update process in CL, the department must contact the Curriculum Team by Monday June 1, 2020.

Name:

Title and Date:

