

Guidelines for DE Addendum Completion

Below are some general guidelines, principles, and FAQs to assist in your development of your Distance Education Addendum (DE Addendum).

1. Your first option on the DE Addendum is to choose what modality this course may be taught in.*
 - a. Asynchronous is fully online, with no scheduled synchronous meetings.
 - b. Synchronous/synchronous component has scheduled synchronous meetings.
 - c. FOMA is reserved specifically for a course where there is a need/want for the course to be in-person and the online option is in case of emergency. **If you select FOMA, you may not select any other modalities. Do not select FOMA unless there is a definite reason for doing so.**

*You can select Asynchronous and Synchronous for a course but cannot select all three, nor can you select FOMA and any other option.

2. For the question “What will be the methods of instruction used in this distance learning modality to achieve the course outcomes?” please ensure:
 - a. You are adding *course specific* methods of instruction.
 - b. You are being thoughtful about these methods and how they will lead to your course outcomes.
3. Describe and give examples of the methods of instruction, including how on-campus methods will be modified and/or replaced in the asynchronous and/or synchronous course.
 - a. Please do not just copy and paste from other DE Addendums.
 - b. As a brief reminder, Synchronous and Asynchronous are not the same - synchronous involves students interacting with a teacher in real time, while asynchronous involves students working outside of a classroom setting and at their own pace. While many of the methods of instruction for both modalities may overlap, each may involve methods of instruction not related to the other. It is for this reason that the DE addendum states that separate responses should be provided for asynchronous and synchronous.
4. Describe how you will maintain regular and substantive interaction with students, including what will **make this interaction effective**.
 - a. To effectively fill out this area, do not just list items or contact methods, instead please include how those contact methods will be effective.

- i. **Examples:** *Discussion Board:* Weekly discussion board assignments enable student-student and instructor-student interaction. Course questions are also handled in the discussion board “Student Lounge and Instructor Questions” forum as well as the tool, Pronto. *Assessment feedback:* Students receive timely instructor feedback on assignment via the Online Learning Management System Grade Center in the form of written, audio, and/or video, depending on the assessment and/or student need/preference.
5. Describe how you will promote and ensure regular effective and substantive contact among students (student-to-student contact).
 - a. For this question it is important to know that if “**other**” is selected, you must enter and explain what those “other” student-to-student methods are.
6. Describe and give examples of how student learning will be evaluated.
 - a. Instead of just a list of assessed items, you need to describe **how** the item is being evaluated.
 - b. These might be the same assessments as in your in-person class, but how are they different and/or modified for your online course.
7. Describe college resources that will be required by you and your students in each of the following areas (Facilities, Technology, Student Support Services):
 - a. If you don’t have anything for these areas, it is okay to put n/a.
 - b. For facilities you would need to include a classroom if you are having on-campus meetings or a *required proctored exam*.
 - c. For technology, identify the technical support available for the student such as Canvas Help and SAC Distance Education Department.
 - d. For student support services, these are some of the **existing** online services: online tutoring, Math Center, Learning Center, counseling, library services, and DSPS. **If you have program or discipline specific student support services (like the Center for Teacher Education), we ask you to list these here.**
8. Two federal laws pertain to the needs of individuals with disabilities in the United States. The first is the Rehabilitation Act of 1973 Section 504 and 508, and the second is the Americans with Disabilities Act of 1990 (ADA). Check any of the following instructional materials that may be used in this course and will thus be verified to meet accessibility requirements.

- a. Think carefully about your choices here. Do you use these in your course? Are you able to verify they are accessible? How will you be verifying?

FAQ's

I see more than three "types of deliveries" listed? Can I select one of them.

Before beginning, check for "inactive" types of delivery on your form. You will need to uncheck the inactive option(s) and then ensure you no longer see the "100% Online" and "Online Hybrid" option. Those two options are no longer available.

Distance Education

A. Type of delivery (Check all that apply)

- Asynchronous (Online)
 - Synchronous/Synchronous Component (Online Live, On-Campus w/Virtual, Hybrid, Virtual Hybrid)
 - 100% Online ←
 - Online Hybrid ←
 - Fully Online with Mutual Agreement (FOMA)
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What is the actual definition of some of these modalities?

- Online is 100% asynchronous online instruction.
- Online Live is 100% scheduled synchronous online instruction.
- Hybrid is a combination of on-campus and asynchronous online instruction.
- Virtual Hybrid is a combination of asynchronous and scheduled synchronous online instruction.
- FOMA, Fully Online with Mutual Agreement, classes may only be taught online in an emergency, as defined by the institution.

I've selected both Asynchronous and Synchronous, so can I just provide examples for one in the textboxes?

If both modalities were selected, you will need to provide **separate** responses for asynchronous and synchronous modalities within each question textbox.

Is there a suggested template for how to add synchronous and asynchronous methods of instruction?

Part B: Methods of Instruction

- Asynchronous methods of instruction include (but are not limited to) . . .
 - List all asynchronous methods of instruction.
- Synchronous methods of instruction include . . .

- List all the above asynchronous methods and add any additional methods specific to synchronous when students will interact with the instructor or classmates in real time, such as:
 - Zoom meetings/lectures.
 - Scheduled campus meetings.
 - Field trips
 - Face-to-face assessments

Who can I reach out to for assistance?

If you need help with the DE Addendum, please contact the [Distance Education Advisory group](#)