

## Addendum Form for Approval of Online Courses

<b>Addendum Originator:</b>		<b>Planned Implementation Date:</b>	
<b>Dept:</b>		<b>Course Number:</b>	
<b>Course Title:</b>			

← Please place an X in one of the gray boxes. →

<b>Hybrid</b>	<b>Fully Online</b>
The course has online components and face to face meetings	The course has no required face to face meetings.
<b>Please describe how this hybrid class will meet face-to-face in the box below:</b>	<u>Full Online Delivery Requirements:</u> <ul style="list-style-type: none"> <li>Students must be notified via the college schedule of classes and the syllabus for the class, if proctored tests are required for this course.</li> <li>Any planned face-to-face meetings, such as an orientation or study session, must be optional.</li> <li>The Curriculum Committee requires the use of asynchronous discussion as a component of every fully online course.</li> <li>Accommodations regarding disabled student accessibility to online content must be made as prescribed in the Distance Education Guidelines regarding Section 508, as published by the California Community College Chancellor's office.</li> </ul>

**Course Outline:** The two methods that significantly change when teaching a course online are methods of instruction and methods of evaluation. Please describe how these methods will be adapted for online instruction.

**Methods of Instruction:** Copy your Methods of Instruction from the course outline into the space below. Specify any adaptations in instructional methodology resulting from offering this course in the distance learning mode you have selected (online or hybrid), as opposed to the face-to-face mode assumed by the current course outline.

**Examples of online methods of instruction:** Threaded discussions; instructor developed web lectures; converted power point presentations; digital video clips; graphics (digital charts, diagrams, photos, images, annotated screen shots); digital animations; web quests; online reference resources; chat; email; CD/DVD support materials; instructor web site; online library resources; text book supplements.

### Methods of Instruction

<b>Face-to-Face Instruction</b>	<b>Online Adaptation</b>
<i>Example: Lecture and Discussion will be used to analyze and synthesize major trends in twentieth century history.</i>	<i>Example: Lecture will be accomplished using instructor prepared web based lectures and links to appropriate reference sites and historical web sites. Discussions will take place using the course management system discussion board in both group and whole class setting</i>

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**Methods of Evaluation:** Copy your methods of evaluation from the course outline into the space below and describe how the evaluation methods in the course outline will be adapted for use in the online environment.

**Examples of online methods of evaluation:** Essays and research papers submitted to the course website; Open-book essay and short answer exam questions; timed quizzes and tests; Projects submitted via attachments in the CMS discussion forum; Online discussion participation (pairs, groups, whole class); proctored exams.

**Methods of Evaluation**

<b>Face-to-Face Class Evaluation</b>	<b>Online Adaptation</b>
<p><i>Example:</i></p> <ol style="list-style-type: none"> <li>1. <i>Research projects in specified topics will be completed.</i></li>   <li>2. <i>Exams evaluating the students' comprehension of the effects of technology on politics will be given.</i></li> </ol>	<p><i>Example:</i></p> <ol style="list-style-type: none"> <li>1. <i>Students will use the college online library and specified web site references to complete a research project that will be submitted to the instructor via email attachment.</i></li>   <li>2. <i>Proctored exams that can happen either at the college learning center or at the location agreed upon by the student and the instructor will take place twice in a semester.</i></li> </ol>

**Sample Assignment:** Please give an example of an assignment that students will do in the online class format described in this document: