

Santa Rosa Junior College

EMERGENCY DISTANCE EDUCATION ADDENDUM

Complete this form for all courses in the department that will be approved for delivery in the same online format(s).

Department:	<i>Click here to enter text.</i>	Submitter name:	<i>Click here to enter text.</i>
List all course numbers:	<i>Click here to enter text.</i>		
Definition of an emergency: Refer to District Policy 2.3			
In Case of Emergency and for the duration of the emergency, this course or these courses could be offered in the following format(s):			
Please <i>deselect</i> any option(s) that are <i>not</i> being approved:			
<input checked="" type="checkbox"/> Fully Online (100% Online) <input checked="" type="checkbox"/> Partially Online (1% - 99% Online)			
<input checked="" type="checkbox"/> Online w/ flexible in-person activities (e.g. proctored assessments)			

I. Course Content

All sections will cover the course content in the official Course Outline of Record (COR).

II. Student Outcomes

Review SLOs from each course, then choose one option below

- All Student Learning Outcomes (SLO's) from the CORs can be accomplished in an online **format**,
- SLO modifications **are** needed in order to deliver the CORs online. List below.

Course number(s)	SLO(s)	Modification(s) needed
<i>COMM 1</i>	<i>Effectively prepare and present public speeches to a live audience</i>	<i>Students will present speeches through synchronous video chat</i>

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III. Regular and Effective Contact: Student to Student

Each section approved by this form will include one or more of the following on a weekly basis in order to maintain regular and effective contact between students.

- Online discussions between students (e.g. forum posts, chat, web conference, etc.)
- Work on group projects or presentations
- Other group method of student-student regular and effective contact; specify in space below

Click here to enter text.

IV. Regular and Effective Contact: Instructor-Initiated

All sections of the course(s) approved by this form will include two or more of the following methods of regular and effective contact on a weekly basis between instructor and students.

- | | |
|--|--|
| <ul style="list-style-type: none">• Instructor participation in online discussions• Audio lectures/communication• Online chat sessions• Instructor-initiated email messages• Web conference sessions | <ul style="list-style-type: none">• Course announcements• Video lectures/communication created by instructor• Telephone calls• Gradebook feedback/comments• SMS (text) messaging |
|--|--|

- Other method of instructor-student regular and effective contact: specify in space below.
Click here to enter text.

V. REVIEW OF ACCESSIBILITY REQUIREMENTS

Review information on SRJC's Distance Education [Web Accessibility site](#) regarding Title 5, Section 55200, which explicitly states that all distance education offerings must comply with federal and state regulations regarding accessibility for persons with disabilities. Instructors can request help from the Instructional Accessibility Specialist in Distance Education in order to review and remediate accessibility issues (See the Sonoma County Junior College District Accessibility Support Plan).

ADA and 508 Compliance Requirements:

- Videos are accurately captioned
- Audio files are transcribed
- Objects (including images, tables, and charts) have alternative text.
- Course materials are "readable" in terms of font, color contrast, and spacing. Color is not the only method used to convey meaning.

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- Hyperlink text is meaningful.
- Documents are created in such a way that screen reading software can “read” them. (i.e. styles are used; column header rows in tables are specified, etc.)
- Tables have appropriate header cell designations
- Provide structure to content of web pages and documents using headings and lists
- Accessibility of third party products.
- Objects (including images, tables, and charts) have alternative text.
- Accessibility of third party products.

VI. REQUIRED SIGNATURES

Submitter: _____ Date: _____

Dept. Chair: _____ Date: _____

Supervising Administrator: _____ Date: _____

VII. SUBMISSION

E-mail this signed form to the Curriculum Office via campus mail.