

Santa Rosa Junior College

SYNCHRONOUS NON-CREDIT DE ADDENDUM

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

Department:

Submitter name:

List all course numbers:

This course or these courses could be offered in the following format(s):

Please deselect any option(s) for which you are not seeking approval:

- Fully Online (100% Online)
- Partially Online (aka hybrid) (1% - 99% Online)
- Online w/ flexible in-person activities (e.g. proctored assessments)

I. Course Outline Review: Review the COR from each course, then select the checkbox below.

- All sections will cover the course content in the official Course Outline of Record (COR).
- For fully online courses, all components of the course as described in the COR(s) can be accomplished in an online **format** unless indicated below:

Course Number	Explanation

II. Synchronous vs. Asynchronous Definitions:

At this time, SRJC is only accepting DE Addenda for Synchronous Non-Credit Classes. If you are unsure about the difference, see below:

- **Synchronous:** All class participation is done in the presence of the instructor and attendance hours are captured based on class participation.
- **Asynchronous:** Some or all class participation is not completed in the presence of the instructor.

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III. Regular and Substantive Contact:

"Any portion of a course conducted through distance education includes regular and substantive interaction between the instructor(s) and students, (and among students where applicable), either synchronously or asynchronously, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, voice mail, e-mail, or other activities. Regular effective contact is an academic and professional matter." ([Title 5 § 55204](#))

a. Instructor-to-Student

Regular interaction between a student and instructor(s) is ensured by, prior to the student's completion of a course or competency: (1) Providing the opportunity for substantive interactions with the student on a predictable and scheduled basis commensurate with the length of time and the amount of content in the course or competency; and (2) Monitoring the student's academic engagement and success and ensuring that an instructor is responsible for promptly and proactively engaging in substantive interaction with the student when needed on the basis of such monitoring, or upon request by the student. ([Title 5 § 55204](#))

Each section of the course approved by this form will maintain regular and substantive contact between instructor and students on a predictable and scheduled basis and must include at least two of the methods listed below:

1. Providing direct instruction;
2. Assessing or providing feedback on a student's coursework;
3. Providing information or responding to questions about the content of a course or competency;
4. Facilitating a group discussion regarding the content of a course or competency

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

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b. Student-to-Student (select one)

Regular interactions among students are also required for all Distance Education courses. Examples include:

1. Online discussions between students (e.g. forum posts, chat, web conference, etc.)
2. Work on group projects or presentations

Student-to-student interactions may not be applicable in all courses. For example, an open entry open exit course where students would not normally interact with each other whether face-to-face or via Distance Education. **Please carefully read and select the appropriate box below.**

- Student-to-student interactions are appropriate for this course and will be maintained on a regular and predictable basis. Classes will include online discussions and/or work on group projects/presentations.**

Individual classes may also add or replace those with other methods of regular student-to-student interactions as outlined below:

Click here to enter text.

- Student-to-student interactions are not appropriate for this course and will not occur. This may be true for courses where students are working independently or where they are working solely with the instructor on an individual basis.**

If there is another reason why student-to-student interactions are not appropriate for this course, please outline it briefly below:

Click here to enter text.

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IV. 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.
- 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.

V. REQUIRED SIGNATURES

Submitter:

Date:

Dept.

Super

Physical signatures suspended while working remotely. Curriculum office will reach out to department chair & administrator to verify support

VI.S

Send this signed form to the Curriculum Office.