OCC DE Addendum Sample Language. DRAFT

1. **Need/Justification**

Online classes provide flexibility that traditional courses do not. Students interested in online courses include, but are not limited to the following:

- students working full-time during the day or night hours (or part time depending on job location)
- parents and caregivers
- students needing to travel for work or personal reasons
- students with mental or physical health conditions
- students who struggle in social settings
- students unable to commute to campus.

2. **Delivery Methods** *

- Hybrid (combination of online and live online virtual instruction)
    o   Synchronous meetings will be listed in the schedule of classes
- Online 100% (NO mandatory synchronous requirements)
- Online (mandatory synchronous requirements: orientation, testing, field trips, etc.)
- Live Interactive 2-Way (synchronous online)

Instructor/Student Contact*- Regular & Substantive Interaction – frequently throughout the course

DE Courses are considered the "virtual equivalent" to in-person courses. Therefore, the frequency of the contact will be at least the same as would be established in a regular, in-person course.

- Regular - Weekly exchanges between faculty and students. This generally does not include automatic feedback provided by programmed instruction (e.g., seeing correct/incorrect reports on quiz questions).

- Substantive – academic in nature; something that helps a student learn

- Interaction -- two-way communication, initiated by the faculty is highly favored

Instructors will regularly **initiate** interaction with students to determine that they are accessing and comprehending course material and that they are participating regularly in the course. Instructors should **initiate** frequent interactions with all students throughout the course, both individually and collectively, and that students should have frequent opportunities to regularly interact with each other.

- **Types of contact: Instructor initiated** contact between instructor and students, and among students through:
    o   Course related announcements   (frequency)
    o   Course syllabus
    o   group or individual meetings
    o   Course orientation
    o   Review sessions
    o   Supplemental seminar or study sessions
    o   Field trips
    o   Library workshops

- o Communication: instructor **initiated**   (Frequency)
  - telephone contact
  - correspondence
  - voice mail
  - e-mail
  - pod cast
- o Alternate online activities that entail instructor-student contact
  - online chats
  - video or audio conferencing
  - online interactive tutorials or computer-assisted instruction
  - online discussions
    - Threaded discussion forums with student to student and instructor to student interactions.
  - Online exams with feedback
  - Online assignments with feedback
  - Rubrics

3. <u>**Accommodations for Students with Disabilities**</u>

Course will accommodate students with disabilities. The Course Management System has been designed to be compliant with requirements for access by students with disabilities. Working with DSPS and Instructional Innovation Center, Instructors will ensure that course materials are compliant with the American Disabilities Act (ADA) and presented in a manner that allows full access and participation by disabled students. Students with disabilities will coordinate with the college's Disabled Students Services (DSPS) for additional accommodations.

All materials must be accessible.