# Distance Education Course Supplement Form

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<th>Proposer:</th>
<th>Date:</th>
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<tr>
<td>Discipline &amp; Course Number:</td>
<td>Addendum proposal #</td>
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<tr>
<td>Course Title:</td>
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**Course is to be offered**  [ ] Hybrid  [ ] and/or  [ ] Fully Online

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<th>Supplement Sign Off Required</th>
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<tr>
<td>DATE</td>
<td>NAME/INITIALS</td>
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<td>Proposer</td>
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<td>Division Dean</td>
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<td>Vice President, Instruction</td>
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<td>IPCC Curriculum Specialist</td>
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<td>Chair, IPCC</td>
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<td>Academic Senate President</td>
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<td>Campus Personnel Services Supervisor</td>
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<td>Schedules &amp; Catalog Technician</td>
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<td>District Curriculum Coordinator</td>
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Please list Learning Outcomes from main Course Outline of Record (COR); COR must be current within the last 5 years:

[Office Use Only]
IPCC approval date:

Student - Instructor Contact (Title 5 55211)
All approved courses offered as distance education (DE) include **regular effective contact** between instructor and students.
Subsection (a) stresses the responsibility of the instructor in a DE course to initiate regular contact with enrolled students to verify their participation and performance status.

Subsection (b) honors the principle that for DE courses, there are a number of acceptable interactions between instructor and students, not all of which may require in-person contacts.

Online Delivery Requirements:
- Moodle is the course management system.
- An orientation to the class is required, and may be done online.
- Students must be notified via San José City College Schedule of Classes and the syllabus for the class, if proctored exams are required for this course.
- Accommodations regarding disabled students accessibility to online content must be made as prescribed in the Distance Education Guidelines regarding Section 508, as published by the California Community College Systems Office.
- Proctored exams can happen on the college campus at a designated location or at an approved location.

1. Method of Instruction:

1.a. What is the method of instruction in the face to face course?
- Lecture
- Lecture/Lab
- Lab

1.b. In what manner will the content be presented in this online course? Check any in the list below that applies.

Instruction will be delivered through:
- Power Point presentations
- Digital animations
- Video
- Discussion boards
- Graphics (digital charts, diagrams, photos, images, annotated screen shots)
- Instructor web site
- Online library resources
- Online reference resources
- Publisher prepared online materials
- Text book supplements
- Guest Lecturers
For Lab or Lecture/Lab courses, in what manner will the Lab content be presented in this online course?

1.c. In what manner will regular and effective contact occur?
Please check all applicable ways regular and effective contact will occur during a semester.

☐ Weekly Announcements in the Learning Management System
☐ Chat Rooms
☐ Discussion through threaded forums with instructor participation
☐ E-mail communication
☐ Face to face (scheduled) group or individual meetings
☐ Social Media (e.g. Twitter, etc.)
☐ Onsite office hours
☐ Online office hours
☐ Timely feedback on student work
☐ Video conferencing
☐ Other (Please explain):

2. Provide the methods of evaluation as listed in the Course Outline of Record:

Explain how each of these methods of evaluation is accomplished in this online course:

3. Sample Assignment: Give an example of an assignment that students will do in this hybrid and/or online course.

4. Disabled Student Accommodations: Accommodations regarding disabled student accessibility to hybrid/online course content must be made as prescribed in the distance education guidelines.

Describe and give examples of how the course materials will be adapted in this hybrid and/or online course.