

**FOOTHILL COLLEGE**  
**College Curriculum Committee**  
**Process to Implement New Distance Learning Addendum**

Background

Recent changes to Title 5 language (§ 55206 Separate Course Approval) have prompted the need to update our Distance Learning Addendum. These changes require the Addendum to specify student-to-student contact methods (in addition to existing instructor-to-student methods) and to address accessibility requirements.

Additionally, CCC took the opportunity to include options for faculty and Divisions to confirm how a course that is not approved for Distance Learning under regular circumstances may be handled during a State of Emergency. The addition of these options means that all active Foothill College courses should have an approved Distance Learning Addendum on file.

Per the California Community Colleges Chancellor's Office's (CCCCO's) sunseting of the Emergency Blanket Distance Education Addendum, beginning January 1, 2021, any course taught virtually must be approved for Distance Learning using the college's local process. To respond to the urgent need to approve many courses scheduled for winter 2021 quarter, as well as the likelihood of courses scheduled for spring 2021 quarter needing approval, a multi-part process will be used.

**Beginning January 1, 2021, any course without an approved Distance Learning Addendum on file may not be scheduled using any Distance Learning modality.**

Process

The Distance Learning Addendum is an online fillable form in Office 365, which allows for speedy and convenient submission. Faculty have the option to submit a single Addendum for multiple courses, as long as all of the selections made on the form apply to all courses listed. The online form does not allow for direction submission to the Division Curriculum Committee (CC), nor does it allow for Division CC approval to occur within the Office 365-hosted process. Therefore, the Curriculum Coordinator will forward each Division's forms to the Division Curriculum Reps following the applicable faculty submission deadline.

**Winter 2021 Quarter Courses**

*All courses scheduled to be taught during winter 2021 quarter that include a virtual component and do not already have a Distance Learning Addendum on file*

1. Curriculum Coordinator will compile a list of applicable courses and forward to the Division Curriculum Reps by Monday, November 9, 2020
2. Faculty must complete and submit Distance Learning Addenda by Wednesday, November 25, 2020
3. Curriculum Coordinator will forward the submitted Addenda to Division Curriculum Reps by Tuesday, December 1, 2020
4. Division Curriculum Reps must confirm Division CC approval of Addenda to Curriculum Coordinator by Tuesday, December 8, 2020

5. Curriculum Coordinator will forward approved Addenda to Online Learning Department for archiving by Friday, December 11, 2020

### **Spring 2021 Quarter Courses**

*All courses anticipated to be taught during spring 2021 quarter that include a virtual component and do not already have a Distance Learning Addendum on file. At the time of the creation of this process, the spring schedule has not yet been drafted, so the Divisions will need to determine the list of applicable courses*

1. Faculty must complete and submit Distance Learning Addenda by Wednesday, February 3, 2021
2. Curriculum Coordinator will forward the submitted Addenda to Division Curriculum Reps by Monday, February 8, 2021
3. Division Curriculum Reps must confirm Division CC approval of Addenda to Curriculum Coordinator by Friday, February 19, 2021
4. Curriculum Coordinator will forward approved Addenda to Online Learning Department for archiving by Friday, February 26, 2021

### **Remaining Courses without a Distance Learning Addendum on File**

*To ensure that all Foothill College courses have a confirmed plan for Distance Learning during both normal operations and State of Emergency situations, any course not covered by the above that does not already have a Distance Learning Addendum on file shall complete the process by the end of the spring 2021 quarter*

1. Faculty must complete and submit Distance Learning Addenda by Friday, May 21, 2021
2. Curriculum Coordinator will forward the submitted Addenda to Division Curriculum Reps by Friday, May 28, 2021
3. Division Curriculum Reps must confirm Division CC approval of Addenda to Curriculum Coordinator by Friday, June 11, 2021
4. Curriculum Coordinator will forward approved Addenda to Online Learning Department for archiving by Friday, June 25, 2021

### **Courses with an Old Distance Learning Addendum on File**

*To ensure Title 5 compliance, any course that has an old version of our Distance Learning Addendum on file shall complete the new Addendum as part of its next COR update. The new Addendum will be incorporated into the COR form in CourseLeaf CIM, and the fillable form in Office 365 will be retired*