Emergency Temporary Distance Education Blanket Addendum Request

1. Overview and responsible person information

1. Responsible Person Contact Information

Please provide the name and contact information of the Chief Instructional Officer or Chief Executive Officer of the college or district-level equivalent who is submitting this Emergency Temporary Distance Education Blanket Addendum Request on behalf of the college.

First Name

Angelica

Last Name

Suarez

Title

President

District Name

Coast Community College District

College Name

Orange Coast College

Email Address

angelica.suarez@occ.cccd.edu

Work Phone Number
(If current work number is not operational, please simply provide a mobile or other number at which the responsible person can be reached.)

(714) 432-5577

Mobile Phone Number
(if one would prefer not to provide a mobile number, please simply provide the work number again)

(714) 432-5577

2. Requested basic required information

2. Reason for the Emergency Temporary Distance Education Blanket Addendum Request
(Please choose only one - any write in response other than COVID-19 Pandemic requires prior approval of the Executive Vice Chancellor)

COVID-19 Pandemic

3. Term covered by this Emergency Temporary Distance Education Blanket Addendum Request
(Please choose only one)

Summer 2020

4. Anticipated Start Date (MM/DD/YYYY format. In most cases, this should be the start date of the selected term)

06/08/2020

5. Anticipated End Date (MM/DD/YYY format. in most cases, this should be the end date of the selected term)

08/14/2020

6. Total number of sections whose delivery method will be affected by the COVID19 pandemic and are covered by this request

96

7. Total number of sections whose delivery method will not be affected

208

3. Files upload page

8. Upload file containing 1) courses covered by the addendum and 2) courses that will remain face to face for the term of submission. Your file should be named using the following naming convention: District-college-identifier(Gl01)_Collegename_term-identifier(Gl03)_Term2020_CourseFile - thus a submission for College of Alameda for Summer 2020 would be named 341_Alameda_205_Summer2020_CourseFile.xlsx. A sample of the file format for the submitted courses can be found here: http://bit.ly/DECourseFile

[8__1205-Orange_Coast_College_205_Summer2020_course_file.xlsx](#)

9. Upload plan for obtaining local approval for all courses included in this addendum by December 30, 2020. The plan should include, at minimum, 1) a summary of the local approval process, including the committees involved, 2) the frequency or intended frequency of the committee meetings needed to complete the plan, 3) and a schedule for the number of courses that will be approved monthly. Please save the plan as a word document or pdf using the naming convention: College name_LocalApproval Plan_Term2020

[9._Orange_Coast_College_LocalApproval_Plan_Summer_2020.pdf](#)

10. Upload list of any programs, certificates, or degrees in which 50% or more of courses are via distance education or correspondence education. Your file should be named using the following naming convention: District-college-identifier(Gl01)_Collegename_Term2020_ProgramFile. A sample of the file format for the submitted programs can be found here: http://bit.ly/DEProgramFile

[10_OCC_Summer2020_gi01-collegename-term2020-program-file.xlsx](#)

11. Upload college plan for ongoing professional development for faculty and staff for converting to online instruction. The plan should include, at minimum, including anticipated training schedules, anticipated number of new faculty, trained including counselors, and staff trained, and training topics to be covered. Please save the plan as a word document or pdf using the naming convention: CollegeName_ProfessionalDevelopmentPlan_Term2020

[_11.Orange_Coast_College_ProfessionalDevelopmentPlan_Summer2020.pdf](#)

4. Additional Information

12. Please provide any additional relevant information needed for the evaluation of your submission.

As of April 6, 2020, 290 faculty have already been trained in our STLO Course and "certified to teach a hybrid or online course" and Orange Coast College is currently training additional faculty for the Fall 2020 semester.

5. Submission Received

Thank you for completing the Emergency Temporary Distance Education Blanket Addendum request. You will be contacted within five business days with a response to your request.

6. Administration Review Page

1. Name of the reviewer

Raul Arambula

2. Reviewer's email address

rarambula@cccco.edu

3. Was the submission approved?

yes

Note to college on what they need to provide to complete application:

The following are missing distance education course file components

	The number of Distance Education sections per course are missing	Submission of Distance Education sections per course does not match the total provided in the requested basic required information listed in section two of the questionnaire.	The submitted Distance Education Addendum seems to be missing the number of students that possibly enroll in the distance education sections identified.may	It seems that the number of Distance Education courses does not match the total provided in the requested basic required information listed in section two of the questionnaire.	No missing components
1					
2					
3					
4					
5					

The following are missing face-to-face course file components

	Submission of Face-to-Face section per course seems to be missing from the attached Distance Education Addendum. :	Submission of Face-to-Face section per course does not match the total provided in the requested basic required information listed in section two of the questionnaire.:	The number of students that may possibly enroll in the Face-to-Face sections have not been identified in the attached Distance Education Addendum. :	The number of students that may possibly enroll in the Face-to-Face sections does not match the total provided in the requested basic required information listed in section two of the questionnaire. :	No missing components:
1					
2					
3					
4					
5					

The following are missing course approval plan file components

	The provided summary seems to be missing a clear description of the process and committees involved:	The provided summary seems to be missing a clear description of the process :	The provided summary seems to be missing the committees involved :	The course approval plan file seems to be missing the frequency of meetings, can you please identify :	The number of courses to be approved on a monthly basis seem to be missing from the course approval plan file :	No missing components:
1						
2						
3						
4						
5						
6						

The following are missing distance education program file components

	Please submit a complete list of any programs, certificates, or degrees in which 50% or more of courses use distance education or correspondence education modalities. involved:	The distance and correspondence education file are missing data elements. :	No missing components:
1			
2			
3			

The following are missing professional development plan file components

	The training document is missing a clear anticipated training schedule :	The training document does not detail the number of faculty and counselors that will be trained :	The training document does not detail the number of staff that will be trained :	The training document is missing a clear outline of topics covered during each training :	No missing components:
1					
2					
3					
4					
5					

Date submission was returned to the college.

4. Date submission was approved.

05/21/2020

5. This approved submission meets one of the following conditions:

Average submission

7. Not approved, more information requested

Request for additional information sent to the college.

8. Approved

Approval message sent to college.