

Dear OCC Faculty,

In a memo sent March 31, 2020 by California Community College Chancellor's Office (ES 20-12), college were notified that the general blanket DE addendum given in spring 2020 would not be extended through summer and fall 2020. Instead, college were advised that they could request an emergency distance education addendum under the condition that "an emergency alternative to the standard local approval process for distance education" was established. This is in recognition that established DE approval process may take more time than is available.

In response, the OCC Academic Senate and Curriculum Committee have developed and endorsed a plan for an Emergency Remote Teaching (ERT) addendum. This is to address courses that are best suited for face to face delivery but may need to be offered remotely due to the COVID-19 pandemic. This emergency process will allow for the timely submission and approval of addenda by the Curriculum Committee.

A summary of the emergency process is as follows:

1. Classes will be published in the OCC schedule with the meeting day/time. This will ensure students have knowledge of the requirement of regular attendance during schedule meeting times.
2. Instructors will conduct class at scheduled times using synchronous technology such as Zoom, Canvas Conference, Google Meet, Microsoft Teams, GoToMeetings, or other video conferencing application that is accessible and free of charge to all students.
3. Instructors will use a platform such as Canvas, Google Suite, Microsoft Teams, or other that is accessible and free of charge to all students to create a virtual place for students before and after class time. It will contain the class syllabus and instructor contact information. It may also serve as a repository for instructional materials (handouts) and a place for assignment submission, discussions, and other student collaborations.
4. Instructors will provide opportunities for interaction among students. This could be achieved via general class discussions, breakout rooms within videoconferencing, group assignments, discussion boards, etc.
5. Instructors will take attendance as they would in a face to face class.
6. Instructors will complete a short ERT professional development course (in Canvas) developed by the DE Coordinator and Curriculum Committee Chair. It will focus on videoconferencing technology, access to technology, ADA compliance, and equity.

Attached you will find an FAQ sheet. It contains a link to the ERT addendum. Information on the ERT training will follow; it is anticipated that the module will be available by late April.

If you have any questions, please send them to Anna Hanlon at ahanlon@ccd.edu

Stay healthy!

Loren Sachs, Academic Senate President
Charlene Reed, Distance Education Coordinator
Anna Hanlon, Curriculum Chair

Sent to FT & PT Faculty on April 13, 2020 from the Academic Senate Email

Emergency Remote Teaching FAQ

Summer/Fall 2020

Prepared by Anna Hanlon, Curriculum Chair
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I want to offer a course not normally offered online as DE during the COVID-19 campus closure only. Is this possible?

Yes. The course may be taught under the conditions of the Emergency Remote Teaching (ERT) processes established by the OCC Academic Senate and Curriculum Committee. ERT requires a) synchronous instruction; b) attendance keeping; c) virtual place for syllabus/contact information. Instructors will need to 1) complete and submit the ERT addendum by April 28; 2) complete the ERT professional development module in Canvas by June 19

Can you clarify what is meant by synchronous instruction?

Synchronous instruction is not separated by time, meaning the instructor and students are videoconferencing in real time. Asynchronous instruction is separated by time; a majority of traditional distance education is asynchronous with carefully designed lesson modules that lead the student through the learning experience.

Can I submit an ERT addendum and teach asynchronously in the summer?

No. Asynchronous instruction requires that a standard DE addendum has been approved for the course and that the instructor has completed the Strategies for Teaching and Learning Online (STLO) course.

How long is the ERT addendum in effect?

The ERT addendum will be effective for summer and fall 2020 in the case of a campus closure.

I have a portfolio course where students work independently, and I meet with them individual to provide feedback on their work. Can I teach this type of course remotely?

Yes. You will need to follow the requirements for ERT, submit an ERT addendum and complete ERT professional development module in Canvas.

Can my department submit one ERT addendum for all similar course?

No. Each instructor will need to submit an ERT addendum for their courses. This allows individual faculty to identify their method of videoconferencing and student engagement.

Do I need to submit an ERT addendum for each different class I am teaching?

It depends. If an instructor is using the same technology for all assigned classes, one form with all classes listed is all that is necessary. If there are different platforms being used for different classes, a form for each class is necessary. You may group classes with the same technology.

Where can I find the ERT addendum form?

The form is available at:

https://docs.google.com/forms/d/e/1FAIpQLSeVKMDULx4ItkJJkOQRqg74ZobxaqMqwjC1h5X9zHDm_x8wA/viewform

How do I get access to the ERT professional development module in Canvas?

ERT training will be offered starting in late April. Enrollment information will be sent to all faculty via email as soon as it is available.

How long will ERT professional development take?

It is anticipated that it will take no more than 3 – 4 hours and will be self-paced.

Can I get PDI salary advance credits for attending the ERT professional development?

Yes. Information on how to apply for PDI salary advancement will be sent to faculty in mid-April. For additional information, please contact Marilyn Kennedy, PDI Chair.

Do I have to complete the ERT professional development if I have completed the STLO?

No. You have met the professional development requirement with the STLO.

I want to teach a course that has an approved standard DE addendum for hybrid only. Do I need to submit the ERT addendum?

No. On April 8, 2020, the Curriculum Committee gave temporary approval to all hybrid-only DE addenda to allow for 100% online. Instructors who have completed the *Strategies for Teaching and Learning Online* (STLO) may teach the course either asynchronously, synchronously or a combination.

I want to teach a course that has an approved standard DE addendum, but I want to offer is synchronously. Is this possible?

Yes. DE courses may be taught either asynchronously, synchronously, or a combination. The instructor would need to complete the STLO prior to teaching the class. Please note: if an instructor of a DE course requires students to attend videoconferencing sessions at a specific time, it is a best practice to communicate this expectation to the students in the schedule of classes. This will make clear the expectation of synchronous instruction to the students.

I want to teach a class that has an approved standard DE addendum. I will teach synchronously. I have not completed the STLO. Can I complete the shorter ERT professional development instead?

Yes. However, you will be teaching under the conditions of ERT and need to submit an ERT addendum for the class.

Timelines

Emergency Remote Teaching (ERT) addendum

- Submit via Google form by **April 27** for April 29 Curriculum Tech Review
- https://docs.google.com/forms/d/e/1FAIpQLSeVKMDULx4ltkJJkOQRqg74ZobxaqMg_wjC1h5X9zHDm_x8wA/viewform

Emergency Remote Teaching (ERT) professional development course

- Available in late April; to be completed by **June 15**.

Standard Distance Education (DE) addendum

- Launched in Curricunet by **April 22**.
- <https://www.curricunet.com/coast/>
- Must move through established workflow before April 29 Curriculum Tech Review