FROM: Jeramy Wallace

TO: Jessica Hurless, Candice Nance, Teresa Morris

CC: Mike Holtzclaw, Jennifer Taylor-Mendoza, Tammy Robinson, Aaron McVean

BCC: All District Faculty

SUBJECT: Distance Ed Addendum Guidance

*The following is sent on behalf of the District Curriculum Committee.*

Dear SMCCD faculty,

Happy Monday! The District Curriculum Committee hopes this email finds you, and your loved ones, safe and healthy!

In response to the COVID-19 pandemic, the California State Chancellor’s Office ([per ES 20-12](https://author.cccco.edu//-/media/CCCCO-Website/Files/Communications/COVID-19/es-20-07-emergency-temporary-distance-education-blanket-addendum.pdf)) has granted institutions the opportunity to submit an *Emergency Temporary Distance Education Blanket Addendum* that allows courses that were not otherwise approved with a DE addendum to be taught in the online modality for Summer 2020 and Fall 2020 (if needed).  We want to reassure you that the three colleges are in the process of submitting and using this Blanket Addendum to minimize the disruptions to course offerings for the Summer 2020 term.  Once a decision about the Fall 2020 semester has been made, we will determine if the Blanket Addendum is needed.

**However, utilizing this Blanket Addendum requires the colleges to add Distance Education addenda to the courses offered in the covered term(s), that do not already have local DE approval, by December 30, 2020, using the formal Curriculum review and approval processes established at each college.**

In order to be ready, the Curriculum Chairs have been working diligently to not only continue the review and approval of curriculum this academic year but to develop a plan to effectively handle the increased numbers of course modifications that will need to be approved for the courses being taught under the Emergency Temporary Distance Education Blanket Addendum.

Ultimately, this means that beginning early in the Fall 2020 term, the local Curriculum Committees will begin their review and approval of DE addenda.  Before you head off to summer break, we wanted to give you the heads up so that you and your colleagues and Deans can prepare.  More specific information will be sent out by your local curriculum chair, so please be watching your email for more specific guidance.

If you have any questions, please do not hesitate to reach out to your local curriculum chair:

* Cañada College: Candice Nance, Nancec@smccd.edu
* College of San Mateo: Teresa Morris, Morrist@smccd.edu
* Skyline College: Jessica Hurless, hurlessj@smccd.edu

Have a great rest of your semester,

Jessica Hurless

SMCCCD District Curriculum Chair

Skyline College Curriculum Chair

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