

DE Addendum Guide

CurricUNET Course Checklist items that are included in the DE Addendum and should be worked on simultaneously.

Modes of Delivery

DISTANCE Ed

DE Contact

Distance Ed Supplement

- Select one of the two options.

Distance Education Training

- Select “Distance education component was developed by an instructor with training in online pedagogy.”
- Add to the text window: “This course was designed by, and will be taught by, faculty who have received Cañada’s QOLT or QOTL training, or an equivalent certification (e.g., @ONE Online Teaching & Design Course).”

Notes:

- A general description is needed that applies to *any* current/future instructor.
- The equivalency statement is critical.

Method of Distance Education

- Select the first option (in most cases).

Online Method Limitations

- In most cases the text window will remain blank (or enter n/a).
- Justified entry example: “This DE course can only be offered in a hybrid modality with an in-person lab component.”

Notes:

- This item articulates with the “Modes of Delivery” item from the Course Checklist.
- Limitations usually apply to DE courses that are offered as “hybrid” but not “online”.
- “Computer access” or “high-speed internet access” should not be listed as limitations. Students signing up for a DE course need to ensure they have access to both. Alternatively, they can take this course in-person.

Course Content and Methodology

- Select all seven (7) boxes.

Notes:

- Your division must have reviewed the course to determine that it can be taught effectively through distance education (DE). Checking all items in this category is the required assertion that such a review took place, and the proposal is indeed compatible with this mode of delivery.

Instructional Methodologies

- Select *all* that apply, or *could* apply, to this course when taught by *any* instructor.
- Use the “Shift” key to select multiple options.
- In most cases, all options will be selected (except “Telephone” and “Video one-way”).

Notes:

- This item articulates with “Methods of Evaluation” within the addendum, and with “DE Contact” in the Course Checklist. For example, if you list that students communicate via “Discussion Boards” under DE Contact, please make sure to select “Electronic Forum” here.
- “One-way video conferencing” is equivalent to “online asynchronous modality”, while “Two-way video conferencing” is equivalent to “online synchronous modality”. For an “online” course you would want to select *both* to include all possible teaching approaches (even though you personally might only use one).

Representative Courseware / Textbook Materials

- This section lists textbooks/courseware used online *only*. Please check the materials in the main proposal. If these textbooks are already listed there, add to the text window: “No additional textbooks/courseware required.”

Methods of Evaluation of Student Performance

- This section lists methods of evaluation used online *only*.
- Each entry needs to emphasize the DE modality (e.g., online quiz, homework submitted online, exam proctored online).
- Each entry needs to include the frequency range (e.g., once a week, three times per semester).

How are you ensuring that students with disabilities can access your course in accordance with section 508?

Suggested information for the text window (add as needed):

- All videos and/or lecture screencasts contain accessible captions.
- Transcripts are provided for all multimedia files (e.g., audio).
- All embedded images, figures, formulas, and equations are described by using [Alt Text](#).
- All files/documents are made accessible by using standardized formatting that supports various screen readers. Various accessibility checkers are used (Microsoft Office, Adobe Acrobat Pro, Canvas accessibility checker, external accessibility tools such as Ally, UDOIT, Pope Tech).
- The course is evaluated using the [CVC-OEI Rubric](#).
- Faculty will work with the DRC to ensure that proper accommodations are provided for students with special needs (e.g., extended time, Kurzweil, additional UDI support types).

DE Contact (located independently in the Course Checklist)

- Add Contact Types one by one, then add frequency/explanation.
- Select *all* that apply, or *could* apply, to this course when taught by *any* instructor. • In most cases, all options will be selected (except “Correspondence by postal mail” and “Telephone/Telephone conversations”).

Notes:

- Use *general* rather than specific language e.g., weekly discussion boards in the “course LMS” (general), rather than “Canvas” (specific).
- This item articulates with “Instructional Methodologies” and “Methods of Evaluation” within the addendum. For example, if you list that students communicate via “Electronic Forum” under Instructional Methodologies, please make sure to select “Discussion Boards” here.