|  |  |
| --- | --- |
| **Course Number and Name** |   |
| **Instructor(s)/Author(s):** |   |

**Indicate How Course will be Listed in LMC Schedule of Classes (check one):**

[ ]  100% online- All lecture, lab, and assessment conducted fully online.

[ ]  Hybrid- Part of the class occurs face to face; lecture, lab, or assessment.

 **List All CSLOs from Course Outline of Record**

|  |  |
| --- | --- |
| 1 |   |
| 2 |   |
| 3 |   |
| 4 |   |
| 5 |   |
| 6 |   |
| 7 |   |
| 8 |   |

**Hybrid Courses Only: List any CSLOs that will only be accomplished face to face NOT online.**

|  |  |
| --- | --- |
| 1 |   |
| 2 |   |
| 3 |   |
| 4 |   |
| 5 |   |
| 6 |   |
| 7 |   |

**For each course CSLO that will be accomplished online, indicate how regular effective contact between instructor and students, and among students, could occur. Use all that apply:**

**Regular and Effective Contact Between Instructor and Students**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CSLO Number:** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| Providing Announcements |   |   |   |   |   |   |   |   |
| Holding Asynchronous Office Hours |   |   |   |   |   |   |   |   |
| Holding Synchronous Office Hours |   |   |   |   |   |   |   |   |
| Initiating Individual Contact with Students via e-mail, classroom messaging, or phone. |   |   |   |   |   |   |   |   |
| Moderating a Bulletin Board |   |   |   |   |   |   |   |   |
| Participating in Asynchronous Discussions |   |   |   |   |   |   |   |   |
| Creating and Moderating Virtual Small Groups. |   |   |   |   |   |   |   |   |
| Providing Feedback on Student Work |   |   |   |   |   |   |   |   |
| Providing Prepared Instructional Material (videos, lectures, slides, etc.) |   |   |   |   |   |   |   |   |
| Holding Supplemental Seminar or Study Session |   |   |   |   |   |   |   |   |
| Facilitating Student to Student Contact |   |   |   |   |   |   |   |   |
| Other (describe): |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |

**Regular and Effective Contact Among Students**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CSLO Number:** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| Participating in Asynchronous Discussions |   |   |   |   |   |   |   |   |
| Utilizing Private Messaging in Online Classroom  |   |   |   |   |   |   |   |   |
| Emailing outside Online Classroom  |   |   |   |   |   |   |   |   |
| Attending Synchronous Student Hours  |   |   |   |   |   |   |   |   |
| Participating in Teamwork |   |   |   |   |   |   |   |   |
| Collaborating on Article/Case Study Analysis with Peers and Instructor |   |   |   |   |   |   |   |   |
| Providing Peer Review |   |   |   |   |   |   |   |   |
| Participating in Web Conference (Lecture, Orientation, Etc.) |   |   |   |   |   |   |   |   |
| Participating in Field Trips |   |   |   |   |   |   |   |   |
| Participating in Library Workshops |   |   |   |   |   |   |   |   |
| Other (describe):  |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |

**Accessibility Requirements for All Online Courses:**

*All online materials must be accessed by the student logging in through the college approved Learning Management System to ensure ACCJC Authentication requirements are met. Instruction provided as distance education is subject to the requirements that may be imposed by the Americans with Disabilities Act (42 U.S.C. § 12100 et seq.) and section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794d).*

*Americans with Disabilities Act information:*

<https://www.ada.gov/pubs/ada.htm>

*Section 508 of the Rehabilitation Act of 1973 information:* <https://www.section508.gov/manage/laws-and-policies>

**Based on Title 5, Section 55204(a) and 55206, signature on this form certifies that the online classroom and materials for the course named in this online addendum will be designed to meet regular and effective contact requirements and accessibility requirements:**

Online Addendum Author: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Online Addendum Approvals:**

Approved by Department Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by Distance Education Rep: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by Curriculum Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_