

## Online Course Addendum

<b>Course Number and Name</b>	1
<b>Instructor(s)/Author(s):</b>	2

Emergency Only Approval (if checked, this course is approved for online delivery only in the case of a State of Emergency declared by 4CD governing board, the CCCCCO, the governor of California, local Academic Senate, or Shared Governance Council.)

3

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

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

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

4

List All CSLOs from Course Outline of Record	
1	5
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	6
3	
4	
5	
6	
7	

## Online Course Addendum

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:

7

### 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):								

# Online Course Addendum

8

## 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):								

9

### 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).*

10

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>

# Online Course Addendum

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:

11

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

## Online Addendum Approvals:

12

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

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

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

## Online Course Addendum

1	Insert the LMC Course ID and Course Name.
2	Insert document author name.
3	Indicate if course is approved for online delivery only in the case of emergency.
4	Indicate if the class will be 100% online or Hybrid. If both modalities will be designed, check both.
5	For hybrid delivery, list any CSLO that will only be addressed in an on ground classroom, not online.
6	List every CSLO from the Course Outline of Record.
7	Place a check mark indicating all methods that could be used for each CSLO to accomplish regular and effective contact between the instructor and students.
8	Place a check mark indicating all methods that could be used for each CSLO to accomplish regular and effective contact among students.
9	Review the accessibility requirements statement.
10	Review the information located on both websites to learn more about the Americans with Disabilities Act and Section 508 of the Rehabilitation Act of 1973.
11	Addendum author, read the regular and effective contact and accessibility design statement and sign in agreement.
12	Include: Department Chair, Distance Education Committee Representative, and Curriculum Committee Representative Signatures.