

Memo #1 of the CAC DE Help Team
13 April 2020

TO: Faculty (and their Chairs) New to Online Teaching or Offering a New Online Course Summer 2020

From: CAC DE Help Team

RE: Summer 2020 Online Course Approval: Details, Timelines, Workflow, Support Resources

Note: Some information here is reiterated from the April 8 (5:44PM) [email from Academic Senate President Patricia Stark](#) (sent to “all faculty”). That email is an essential and broader source of information. However, this memo contains new and detailed instructions for completing the DE approval process, and it describes support from the CAC DE Help Team (please see section III).

I. Course Approval Requirements for Teaching a New Online Class in Summer 2020:

I.A) FRC training for online instruction*

** faculty exempted from this training include faculty previously trained in DE at SBCC, the @One training from the State, the Mentorship program through the FRC, and training at other CA community colleges approved by your department chair (this is a temporary exemption).*

I.B) Course DE Documents: 1) Emergency DE Addendum, and; 2) Course Activity Worksheet

II. Timelines:

Summer 1 Faculty:

April 15: Begin FRC Training

May 1: Submit Emergency DE Addendum and Course Activity Worksheet for Summer 1

Summer 2 Faculty:

May 18: Enroll in FRC training

May 20: Begin FRC training.

June 15: Submit Emergency DE Addendum and Course Activity Worksheet for Summer 2

III. Detailed Workflow for Completing Your Course DE Documents

Step 1: Attend in FRC Training*, do NOT miss the first day!

On the first day of FRC training, you will receive explicit training in how to complete the Emergency DE Addendum and Course Activity Worksheet.

**The portion of FRC training that covers the Emergency DE Addendum and Course Activity Worksheet will be video recorded and posted online for reference (useful for faculty who have additional questions or who are previously cleared to teach online). The CAC DE Help Team will send you a link to this video once it is posted online.*

For faculty who are exempt from FRC training for reasons listed above (section I.A), but who are teaching a class not previously approved for online delivery, you must complete the following:

Equity Training: Email Carrie Hutchinson (carrie.hutchinson@sbcc.edu) for access to training; equity training compensated at \$173.13.

Equity DE Addendum and Course Activity Worksheet: watch video training (link to be emailed soon).

Step 2: Begin your Emergency DE Addendum and Course Activity Worksheet.

You will use your training from Day 1 of the FRC training to begin your Emergency DE Addendum and Course Activity Worksheet. There are additional documents, linked below, to assist you as you begin.

The [Emergency DE Addendum](#) (linked here) will be completed as a Google Form. It will upload after you hit “Save” at the top of the Google Form!

(Please do not submit this as any other file type!)

[This PDF](#) provides additional context/information for completing the Google Form sections

The [Course Activity Worksheet](#) (linked here*) can also be downloaded from the CAC Website.

Here are two examples of completed worksheets: [AJ101 DE Summary](#); [BUS101 DE Summary](#)*

*The filenames of the Excel spreadsheets that open will read as “Distance Learning Summary...”

(Please submit this worksheet to the Google Drive folder: [Submit Worksheet Folder](#))

Step 2.5: Consult CAC DE Help Team for Assistance with Your DE Addendum and Worksheet!!

The CAC DE Help Team is here to help with your questions! It’s the reason we exist! You will have questions after your initial FRC training. The help team is a group of experts in DE, equity, and accessibility.

When you have a question on a particular section of the Emergency DE Addendum, please contact one of the experts assigned to that section in the table below. If you have a question on the Course Activity Worksheet, please contact one of the DE experts in the table below. You should hear back from an expert within 1-2 days M-F.

Table 1: The CAC DE Help Team

<u>Equity Experts</u> Please consult any of the following for help with DE Addendum question/section 3 on the Google Form	<u>Distance Ed. (DE) Experts</u> Please consult any of the following for help with DE Addendum or Course Activity Worksheet question/sections 1 and 4-9 on the Google Form	<u>Accessibility Expert</u> Please consult the following for help with DE Addendum question/section 2 on the Google Form.
Elizabeth Imhof Imhof@sbcc.edu	Kathy O'Connor oconnork@sbcc.edu	Laurie Vasquez vasquez@sbcc.edu
Carrie Hutchinson carrie.hutchinson@sbcc.edu	Matt Mooney mooneym@sbcc.edu	
Armando Ramos aramosiii@sbcc.edu	Esther Frankel frankel@sbcc.edu	

Additional resources:

Matt Kay (mckay@sbcc.edu); general process questions

Laura Castro (castro@sbcc.edu); articulation

Step 3: Submit your materials

The Google Form of the Emergency DE Addendum will upload automatically after you hit “Save” at the top of the Google Form!

(Please do not submit this as any other file type!)

Please submit the Course Activity Worksheet to this Google Drive link: [Submit Worksheet Folder](#))
When naming the Course Activity Worksheet for submission, please use the following file name structure:

File naming examples:

ART120 Online Summer 2020 DLS
BIOL100 Online Summer 2020 DLS
ERTH115 Online Summer 2020 DLS
PE147 Online Summer 2020 DLS

Step 4: Prepare/teach your class, we'll be in touch as necessary!

- The CAC DE Help Team will review your materials and reach out to you with any questions.
- Please reach out to us at any time!
- We hope to ease your transition and enhance your online teaching experience!

[Frequently Asked Questions \(FAQs\) - Emergency DE Approval for Summer 2020](#)