

**TO:** Chief Executive Officers  
Chief Instructional Officers  
Chief Student Services Officers

**FROM:** Marty J. Alvarado,  
Executive Vice Chancellor, Educational Services & Support

**RE:** EMERGENCY TEMPORARY DISTANCE EDUCATION BLANKET ADDENDUM FOR SUMMER  
2020 OR FALL 2020

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The current COVID-19 pandemic is a quickly evolving and changing situation and as such, colleges are encouraged to plan proactively and with contingencies for instructional offerings throughout the remainder of the 2020 calendar year. As of the date of this memo, the US Department of Education has not provided guidance or flexibility regarding Distance Education for academic terms beyond Spring 2020. It is unknown whether accommodations or flexibility will be provided or required for these subsequent academic terms. It is not anticipated that the blanket addendum/waiver process will continue into 2021, however, there remains a significant likelihood that restrictions on face-to-face instruction may continue into 2021. Thus, any request for a temporary distance education blanket addendum will be required to identify, as part of the request, a plan for local approval of all courses that may need to be offered online. Information on the requirements for the full addendum request, including MIS course coding requirements, and updates on the ACCJC approval process are provided in this memo. Given the current recommendations by the State of California, all colleges are required to submit an addendum for Summer 2020 by **May 20, 2020**, in preparation for the likelihood that most instruction will continue to be conducted via distance education. Additionally, it is strongly recommended that colleges plan to submit an addendum for Fall 2020 by **July 1, 2020**, given current indications that the COVID-19 pandemic may last beyond Summer 2020.

**Submitting an Emergency Temporary Distance Education Blanket Addendum Request for Summer or Fall 2020**

Colleges may request approval for an Emergency Temporary Distance Education Blanket Addendum from the California Community Colleges Chancellor's Office to satisfy the requirements included in title 5, section 55206. Such a request, if approved, will be considered valid only for the summer and fall 2020

terms as an emergency alternative to the standard local approval process for Distance Education, which may not be timely under the current emergency circumstances.<sup>1</sup>

To request an Emergency Temporary Distance Education Blanket Addendum please submit the following information using the Emergency Temporary Distance Education Blanket Addendum Request form here: <http://bit.ly/CCCCODEAddendum>. Requests must be submitted by either the college president, chief instructional officer, or district-level equivalent; however, **a separate form must be submitted for each college and for each term to be covered by a blanket addendum**. The form requires the following elements:

1. The name(s) and contact information for institutions chief instructional officer, college president, or district equivalent.
2. Reason for the temporary addendum request, term that this request applies to, the term start and end dates, and the total number of sections covered by the request. Separate addendum requests must be submitted for each term requiring blanket approval.
3. An excel document that lists **all** courses to be covered by the addendum. Information for each course should include the following: district-college-identifier, term-identifier, course-control-number, course-department-number, course-title, and anticipated number of sections and students affected. Additionally, this document should also include, on a separate tab, **all** courses that continue to be planned for face-to-face instruction, including courses that support essential infrastructure and health sectors, using the same format. A sample of the document, including the necessary course elements and formatting can be found here: <http://bit.ly/DECourseFile>. Please save the Excel file of courses using the naming convention "District-college-identifier (GI01)\_College\_term-identifier(GI03)\_Term2020\_CourseFile.xlsx".
4. A plan for obtaining local approval for **all** courses included in the submitted addendum by December 30, 2020. The plan should include, at minimum, a summary of the local approval process (including the committees involved) the frequency or intended frequency of the committee meetings needed to complete the plan, and a schedule for the number of courses that will be approved monthly. Please save the plan as a Word document or pdf using the naming convention "College\_LocalApprovalPlan\_Term2020".
5. For accreditation purposes, colleges must identify all programs, degrees, or certificates that will transition to more than 50% online, including: the District-College-Identifier, the Program Control Number, the Program Title, TOP Code, and Program Award Type. A sample document, including the necessary course elements and formatting can be found here: <http://bit.ly/DEProgramFile>. Please save the Excel file of programs using the naming convention "GI01\_College\_Term2020\_ProgramFile.xlsx".
6. A plan for ongoing professional development for faculty and staff for converting to online instruction. The plan should include, at minimum, anticipated training schedules and topics, as well as the anticipated number of faculty, including counselors, or staff to be

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<sup>1</sup> Resolution of the California Community Colleges Board of Governors No. 2020-01 and title 5, section 52020, of the California Code of Regulations, confers on the Chancellor emergency powers to take all appropriate actions, including the issuance of executive orders, to allow for the continued education of community college students during the period of emergency proclaimed by the Governor of the State of California on March 4, 2020.

trained. Please save the plan as a Word document or pdf using the naming convention “College\_ProfessionalDevelopmentPlan\_Term2020”.

### **Instructions for Coding for MIS Submissions for Approved Emergency Temporary Distance Education Blanket Addendums**

In order to mitigate the impact on course schedulers and MIS data submission coordinators, colleges should maintain their current course and section coding for all existing/planned courses and sections for Spring, Summer, and Fall 2020 semesters or quarters as part of their normal MIS submissions of course-related elements (e.g., in particular, data element XF01, **SESSION-INSTRUCTION-METHOD** should not be changed). Do not change the coding for courses or sections that were or would have been conducted as in person lectures, labs, etc. but which changed to distance learning methods as a result of the COVID-19 pandemic. Colleges should only use distance education codes for XF01 for courses and sections that were already locally approved to be online **and** were planned to be online during the term in question.

By maintaining the original intended coding, MIS and Chancellor’s Office staff will be able to use the submitted Emergency Temporary Distance Education Blanket Addendum to reference which courses and sections were transitioned to distance education as a result of the COVID-19 state of emergency at each college and across the system.

### **ACCJC Distance Education Program Approval Required**

To comply with federal regulations and accreditation standards, including the ability to award federal student aid, colleges opting to offer programs at 50% or more online are required to receive approval from ACCJC. As institutions move courses from in-person to distance education modalities for Summer and/or Fall 2020, some programs that were not previously offered at 50% or more online may now fall into this category. The Chancellor’s Office remains in conversations with ACCJC to support streamlined approval processes, where possible, and information submitted by colleges for this addendum will be taken into consideration by ACCJC as they assess the need and latitude to support blanket approvals for programs that fall into this category.

cc: Eloy Ortiz Oakley, Chancellor  
Daisy Gonzales, Deputy Chancellor  
Aisha Lowe, Vice Chancellor  
Rhonda Mohr, Vice Chancellor  
CCCCO Staff