Recommendation from Distance Education Committee
Mandatory Distance Education Addendum on all Course Proposals

Proposal
At the April 12, 2021 Distance Education Committee meeting, the Committee unanimously agreed to recommend that all NEW (includes reactivation) course proposals be required to include a Distance Education addendum requesting approval for **Fully Online in Emergency Only (FOEO)** delivery.

Rationale
When Covid-19 hit in March of 2020, fewer than 20% of courses had existing local approval for fully online delivery. This resulted in the creation of 634 addenda that required approval by the Distance Education Committee and the Curriculum Committee between March 2020 and December 2020. The stress and strain on faculty and committee members was extreme.

At the time, the California Community College Chancellor’s Office (CCCCO) provided a blanket addendum to cover courses during the emergency until such time as the college was able to get local approval in place for all courses to be taught online. This was a one-time grace period extended during the pandemic with a caveat that colleges needed to be prepared for any emergency moving forward.

So that we are not caught off guard again, the DE Committee is recommending a proactive approach by requiring every New, Reactivation, and Major Revision proposal to have an addendum in place prior to Curriculum Committee approval.

Ideally, this will be automatically established in CurricUNET such that the Audit button does not appear until the DE addendum is completed.

Actions Necessary
1. Upon approval by the Curriculum Committee and the Faculty Senate, the Curriculum Committee will not move any proposal forward without a DE Addendum for, at a minimum, **Fully Online in the Event of Emergency Only (FOEO)**.
2. Submit ticket to CurricUNET to change process for all New Course proposals and Course Reactivation proposals to display the Audit button only after DE addendum is in place.
3. Approval pathways for New Course proposal and Course Reactivation proposal will need to be adjusted so that the DE step is required. It is currently set as optional.

Proposed by DE Committee: April 12, 2021
Curriculum Committee: First Read - May 3, 2021; Second Read - Fall 2021
Faculty Senate: Fall 2021