

Dear OCC Faculty,

In a memo sent March 31, 2020 by California Community College Chancellor's Office (ES 20-12), college were notified that the general blanket DE addendum given in spring 2020 would not be extended through summer and fall 2020. Instead, college were advised that they could request an emergency distance education addendum under the condition that "an emergency alternative to the standard local approval process for distance education" was established. This is in recognition that established DE approval process may take more time than is available.

In response, the OCC Academic Senate and Curriculum Committee have developed and endorsed a plan for an Emergency Remote Teaching (ERT) addendum. This is to address courses that are best suited for face to face delivery but may need to be offered remotely due to the COVID-19 pandemic. This emergency process will allow for the timely submission and approval of addenda by the Curriculum Committee.

A summary of the emergency process is as follows:

1. Classes will be published in the OCC schedule with the meeting day/time. This will ensure students have knowledge of the requirement of regular attendance during schedule meeting times.
2. Instructors will conduct class at scheduled times using synchronous technology such as Zoom, Canvas Conference, Google Meet, Microsoft Teams, GoToMeetings, or other video conferencing application that is accessible and free of charge to all students.
3. Instructors will use a platform such as Canvas, Google Suite, Microsoft Teams, or other that is accessible and free of charge to all students to create a virtual place for students before and after class time. It will contain the class syllabus and instructor contact information. It may also serve as a repository for instructional materials (handouts) and a place for assignment submission, discussions, and other student collaborations.
4. Instructors will provide opportunities for interaction among students. This could be achieved via general class discussions, breakout rooms within videoconferencing, group assignments, discussion boards, etc.
5. Instructors will take attendance as they would in a face to face class.
6. Instructors will complete a short ERT professional development course (in Canvas) developed by the DE Coordinator and Curriculum Committee Chair. It will focus on videoconferencing technology, access to technology, ADA compliance, and equity.

Attached you will find an FAQ sheet. It contains a link to the ERT addendum. Information on the ERT

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# Emergency Remote Teaching FAQ

## Summer/Fall 2020

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*I want to offer a course not normally offered online as DE during the COVID-19 campus closure only. Is this possible?*

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**Yes.** The course may be taught under the conditions of the Emergency Remote Teaching (ERT) processes established by the OCC Academic Senate and Curriculum Committee. ERT requires a) synchronous instruction; b) attendance keeping; c) virtual place for syllabus/contact information. Instructors will need to 1) complete and submit the ERT addendum by April 28; 2) complete the ERT professional development module in Canvas by June 19

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*Can you clarify what is meant by synchronous instruction?*

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Synchronous instruction is not separated by time, meaning the instructor and students are videoconferencing in real time. Asynchronous instruction is separated by time; a majority of traditional distance education is asynchronous with carefully designed lesson modules that lead the student through the learning experience.

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*Can I submit an ERT addendum and teach asynchronously in the summer?*

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**No.** Asynchronous instruction requires that a standard DE addendum has been approved for the course and that the instructor has completed the Strategies for Teaching and Learning Online (STLO) course.

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*How long is the ERT addendum in effect?*

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The ERT addendum will be effective for summer and fall 2020 in the case of a campus closure.

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*I have a portfolio course where students workae*

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