

## Sheri L Berger

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**From:** CCCCCO Emergency Temporary Distance Education Addendum Team <noreply@surveygizmo.com>  
**Sent:** Monday, July 6, 2020 1:08 PM  
**To:** Sheri L Berger  
**Subject:** APPROVED Emergency DE Addendum Notification  
**Attachments:** Fall 2020 (2) Emergency Temporary Distance Education Blanket Addendum Request.pdf

07/06/2020

Dear Sheri Berger

Thank you for your submission of the Emergency Distance Education Addendum Blanket Approval request for Compton College in the Fall 2020 term. It has been reviewed and is approved effective 07/06/2020!

Educational Services and Support Division, CCCCCO  
If you have questions about your submission, please contact  
Vice Chancellor Aisha Lowe ([alowe@cccco.edu](mailto:alowe@cccco.edu)).

# Fall 2020 (2) Emergency Temporary Distance Education Blanket Addendum Request

## 2. Overview and responsible person information

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### 1. Responsible Person Contact Information

Please provide the name and contact information of the Chief Instructional Officer or Chief Executive Officer of the college or district-level equivalent who is submitting this Emergency Temporary Distance Education Blanket Addendum Request on behalf of the college.

**First Name**

Sheri

**Last Name**

Berger

**Title**

Vice President, Academic Affairs

**District Name**

Compton Community College District

**College Name**

Compton College

**Email Address**

sberger@compton.edu

**Work Phone Number**

(If current work number is not operational, please simply provide a mobile or other number at which the responsible person can be reached.)

310-667-0233

**Mobile Phone Number**

(if one would prefer not to provide a mobile number, please simply provide the work number again)

310-667-0233

## 3. Requested basic required information

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**1. Reason for the Emergency Temporary Distance Education Blanket Addendum Request**

(Please choose only one - any write in response other than COVID-19 Pandemic requires prior approval of the Executive Vice Chancellor)

COVID-19 Pandemic

**2. Term covered by this Emergency Temporary Distance Education Blanket Addendum Request**

(Please choose only one)

Fall 2020

**3. Anticipated Start Date (MM/DD/YYYY format. In most cases, this should be the start date of the selected term)**

08/20/2020

4. Anticipated End Date (MM/DD/YYYY format. in most cases, this should be the end date of the selected term)

12/11/2020

5. Total number of sections whose delivery method will be affected by the COVID19 pandemic and are covered by this request

486

6. Total number of sections whose delivery method will not be affected

86

#### 4. Files upload page

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7. Upload file containing 1) courses covered by the addendum and 2) courses that will remain face to face for the term of submission. Your file should be named using the following naming convention: District-college-identifier(GI01)\_Collegename\_term-identifier(GI03)\_Term2020\_CourseFile - thus a submission for College of Alameda for Fall 2020 would be named 341\_Alameda\_205\_Fall2020\_CourseFile.xlsx. A sample of the file format for the submitted courses can be found here: <http://bit.ly/DECourseFile>

[711\\_ComptonCollege\\_202070\\_CourseFile.xlsx](#)

Summary and comparison of courses and students in the Summer 2020 and Fall 2020 terms.

	Summer 2020	Fall 2020
Courses covered by the addendum	38	156
Courses that will remain face to face	0	0
Number of students served	2700	5500

8. Upload list of any programs, certificates, or degrees in which 50% or more of the courses are delivered via distance education or correspondence education. Your file should be named using the following naming convention: District-college-identifier(GI01)\_Collegename\_Fall\_Term\_2020\_ProgramFile. A sample of the file format for the submitted programs can be found here: <http://bit.ly/DEProgramFile>

[711\\_ComptonCollege\\_202070\\_ProgramFile.xlsx](#)

Provide the total number of programs where 50% or more of the courses are delivered via distance education in the Summer 2020 and Fall 2020 terms.

	Summer 2020	Fall 2020
Programs, certificates, or degrees in which 50% or more of courses are via distance education or correspondence education	35	62

#### 5. Course Approval and Professional Development Plans Page

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9. Detail aspects of your course approval plan by completing the following components. This is action for obtaining local approval for all courses included in this addendum by December 30, 2020.

The plan should include, at minimum,

- 1) a summary of the local approval process, including the committees involved,
- 2) the frequency or intended frequency of the committee meetings needed to complete the plan, and
- 3) a schedule for the number of courses that will be approved monthly.

**Please provide a short summary (500 words or less) of the process and the committees involved.**

The Compton College Curriculum Committee, Distance Education Faculty Coordinator, and Student Learning Outcome Coordinator will work during summer 2020 term throughout the fall 2020 term to assist faculty in reviewing course outline of records and prepare them for course review and approval. Curriculum, student learning outcomes, and Distance Education open lab workshops will be held to provide hands-on training to faculty originators via Zoom. These live educational sessions have been successful in supporting faculty originators' revision of course outlines of records and will continue to be offered during the summer fall term to expedite curriculum approval processes. Additionally, the Compton College Curriculum Committee, and Distance Education Curriculum Sub-committee will be operational during summer 2020 as well as fall 2020 .

**The frequency of meetings:**

Twice a month

**Please state the number of meetings you plan to have and the dates for the meetings if know. If you do not know the exact dates please enter TBD for To Be Determined.**

11 meetings of the curriculum committee are schedule:

July 7, 2020

July 21, 2020

August 4, 2020

August 18, 2020

September 1, 2020

September 15, 2020

October 6, 2020

October 20, 2020

November 3, 2020\*

November 17, 2020\*

December 1, 2020\*

\*Regularly scheduled meetings of the DE Subcommittee and Curriculum Committee, these will be used if needed.

**10. Detail aspects of your professional development approval plan by entering the following information. This is planned action for providing professional development in this addendum by December 30, 2020.**

**The plan should include, at minimum:**

- 1) anticipated training schedules (if known, enter TBD if not known),**
- 2) training topics to be covered (if known, enter TBD if not known),**
- 3) the anticipated total number of personnel to be trained, include in the total classroom faculty, counselors, librarians, and classified staff if known, if not known put TBD, and**
- 4) Summary of the process and committees involved.**

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**Please state the number of meetings you plan to have and the topics for the meetings if know. If you do not know the exact topics please enter TBD for To Be Determined.**

26 currently planned with additional sessions to be added for fall 2020. Topics include:

Backward Design Your Canvas Course  
Creating an Effective Homepage  
Creating Organized Modules  
Creating Assignments and Utilizing Speed Grader  
Maintaining Regular And Effective Contact  
Creating Accessible Course Content  
Beginning of Semester Canvas Checklist  
Template Homepage & Module  
Assignments, Speed Grader & Rubrics  
Regular and Effective Contact  
Creating Accessible Contact  
Beginning of Semester Checklist

DE Certification Courses:

Introduction to Teaching with Canvas  
Introduction to Online Teaching and Learning, and  
Creating Accessible Course Content

**Please indicate the anticipated total number of new personnel to be trained (include in your total count if known classroom faculty, counselors, librarians, and/or classified staff, if not known put TBD).**

There are opportunities for 90 people to become DE Certified. There are many opportunities for people to learn new skills in Canvas.

**Summary of the process and the committees involved.**

Training is being offered through the Distance Education Department. There are several faculty trained and certified to offer @One training locally. For summer 2020, these trained faculty are being compensated to provide the training opportunities to all personnel wanting to enroll. In the Fall, the DE Faculty Coordinator, the Instructional Designer, and DE Manager will collaborate to provide training to faculty and staff during the fall semester. These training opportunities are discussed in the Distance Education Advisory Committee and in the Academic Senate.

## **6. Additional Information about Professional Development**

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**11. Please provide the top three professional development topics your Faculty, Counselors, and Classified Staff feel are the most valuable.**

In fall 2019, Compton College administered a Professional Development Needs Assessment across the campus to assess the types of training and professional development opportunities that help to promote professional growth among faculty, staff, and administrators. The employee growth initiatives and skill-development programs that aim to support a more collaborative workplace culture across the functions to improve morale is critical for all. Furthermore, all employee groups desire to have professional development that coincides with their specialty areas. The areas of professional growth and development topics that are valued by Faculty (Counselors included) and Classified Staff are as follows:

- 1) Communication/Conflict Resolution: Engaging in training that focuses on effective communication and dealing with challenging conversations will help to increase emotional intelligence and improve effectiveness.
- 2) Teaching, Learning, and Student Support: Training to enhance practices that demonstrate an equity-mindedness perspective will help to promote the success of our students.
- 3) Productivity: Technology training that help to identify and improve the student experience is imperative for all. More specifically training in the following areas were requested: Open Educational Resources (OER), Canvas, Microsoft Office 365, and building websites.

## **7. Submission Received**

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**Thank you for completing the Fall 2020 term Emergency Temporary Distance Education Blanket Addendum request. You will be contacted within five business days with a response to your request.**

## **8. Administration Review Page**

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**1. Name of the reviewer**

Raul Arambula

**2. Reviewer's email address**

rarambula@cccco.edu

**3. Was the submission approved?**

yes

**Note to college on what they need to provide to complete application:**

**The following are missing distance education course file components**

	The number of Distance Education sections per course are missing	Submission of Distance Education sections per course does not match the total provided in the requested basic required information listed in section two of the questionnaire.	The submitted Distance Education Addendum seems to be missing the number of students that possibly enroll in the distance education sections identified.may	It seems that the number of Distance Education courses does not match the total provided in the requested basic required information listed in section two of the questionnaire.	No missing components
1					
2					
3					
4					
5					

**The following are missing face-to-face course file components**

	Submission of Face-to-Face section per course seems to be missing from the attached Distance Education Addendum. :	Submission of Face-to-Face section per course does not match the total provided in the requested basic required information listed in section two of the questionnaire.:	The number of students that may possibly enroll in the Face-to-Face sections have not been identified in the attached Distance Education Addendum. :	The number of students that may possibly enroll in the Face-to-Face sections does not match the total provided in the requested basic required information listed in section two of the questionnaire. :	No missing components:
1					
2					
3					
4					
5					

**The following are missing course approval plan file components**

	The provided summary seems to be missing a clear description of the process and committees involved:	The provided summary seems to be missing a clear description of the process :	The provided summary seems to be missing the committees involved :	The course approval plan file seems to be missing the frequency of meetings, can you please identify :	The number of courses to be approved on a monthly basis seem to be missing from the course approval plan file :	No missing components:
1						
2						
3						
4						
5						
6						

**The following are missing distance education program file components**

	Please submit a complete list of any programs, certificates, or degrees in which 50% or more of courses use distance education or correspondence education modalities. involved:	The distance and correspondence education file are missing data elements. :	No missing components:
1			
2			
3			

**The following are missing professional development plan file components**

	The training document is missing a clear anticipated training schedule :	The training document does not detail the number of faculty and counselors that will be trained :	The training document does not detail the number of staff that will be trained :	The training document is missing a clear outline of topics covered during each training :	No missing components:
1					
2					
3					
4					
5					

Date submission was returned to the college.

**4. This approved submission for the course approval plan meets one of the following conditions:**

**Please select one to reflect this submission.**

Average submission

**Provide comments related to the course approval plan.**

Meets the requirements.

**5. This approved submission for the professional development plan meets one of the following conditions:**

**Please select one to reflect this submission.**

Average submission

**Provide comments related to the professional development plan.**

Meets the requirements.

**6. Date submission was approved.**

07/06/2020

**9. Not approved, more information requested**

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Request for additional information sent to the college.

**10. Approved**

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Approval message sent to college.