*rev. F16*

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| **ORIGINATOR:** |  | **DATE:** |  |
| **COURSE NAME & NUMBER:** |  | **COURSE TITLE:** |  |
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| 1. **Complete Distance Education Tab in META** | | | |
| 1. **Complete Instructor/Student Contact tab in META** | | | |
| 1. **Complete the below supplemental information on this form** | | | |
| * **Important: distance education courses are considered the virtual equivalent to face to face courses; therefore, all lecture/lab/studio/activity hours, as indicated in the “Hours/Units” tab, must be fulfilled through online instruction and activities. This DE Addendum Supplement will be evaluated by the curriculum committee against the existing Course Outline of Record (COR) housed in META.** | | | |
| **Methods of Instruction:** | | | |
| 1. Describe below how each method of instruction (as indicated in “Method of Instruction” tab) will be adapted for online delivery. | | | |
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| 1. Describe any additional methods of instruction used in DE sections of this course. | | | |
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| **Assessments:** | | | |
| 1. Describe how each evaluation method (as indicated in “Student Assessment” tab) will be adapted for DE sections of this course. | | | |
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| 1. Describe any additional evaluation methods used in DE sections of this course. | | | |
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| **Assignments**: | | | |
| 1. Describe how each out of class assignment (as indicated in “Assignments” tab) will be adapted for online work and submission. | | | |
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| 1. Describe any additional out of class assignments used in DE sections of this course. | | | |
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| 1. **Upload completed supplemental document in META in “Attached Files” Tab.** | | | |
| **Questions: contact Curriculum Committee Co-Chairs Pinar Alscher [palscher@peralta.edu](mailto:palscher@peralta.edu)**  **Heather Sisneros** [**hsisneros@peralta.edu**](mailto:hsisneros@peralta.edu) | | | |