Solano Community College

Correspondence Education Addendum

PREPARED BY: L. M. Snedeker

COURSE ID(*e.g. ACCT 001*):

COURSE TITLE: CIS 050

EFFECTIVE DATE: **SPRING 2021**

Modality	ECO *Emergency Conditions Only**	Not Requesting
Correspondence ☒	○	○

1. **Methods of Instruction (check all that apply):**

- ☐ *Viewing and Listening to Videos*
- ☐ *Listening to Audio Materials*
- ☒ *Facilitated Discussions Written*
- ☒ *Reading Course Materials*
- ☐ *Other* -**Describe**:

Printed Powerpoints - Instituting collaboration
textbook
Printed Quizzes, Midterm + final

2. **Describe how the methods selected will be presented in an accessible way** (Title 5 §55206). For information about accessibility standards in online classes, see the OEI Rubric, Section D: **

Printed Powerpoints to align with textbook
Resources available online to support content
Built in Essay Prompts throughout Powerpoint.
Large Print as necessary for Adaptions.

***Links, slides, video, audio, flashing content, live captions, and auto-play are not applicable to correspondence education in a correctional facility. All written material must be reviewed by the "Accessibility" verification function in Microsoft Word. Heading styles, lists, tables, color and meaning, color contrast, images, reading order and spreadsheets must conform to the OEI guidelines.*

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3 . Regular and Effective Contact Methods and Examples

Select the methods below that ensure regular effective contact (REC) will take place among students and among students and faculty (Title 5 §55204) by being initiated by the instructor, regular and frequent, and meaningful or of an academic nature. Click the drop down for method descriptions.

✓ Announcements	Among students and faculty
✓ Assignment Feedback	Among students and faculty
Third-Party Tools	Both

4. **Other Methods of REC among students and among students and faculty. Please describe and provide example(s).**

I will provide opportunity for questions via packet delivery.

5. **Should face-to-face return, for hybrid or teleclass courses, describe what parts of th course are done face-to-face and what parts are done by correspondence.**

Lab opportunities may be helpful for content using MS Office & Windows applications.