Solano Community College

Correspondence Education Addendum

PREPARED BY: LINDA NOVEROSKE-TRITTEN
COURSE ID(*e.g. ACCT 001*): ART 002
COURSE TITLE: SURVEY OF WESTERN ART
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**:*

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: **

Heading styles, lists, tables, color and meaning, color contrast, images, and reading order conform to the OEI guidelines

***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	Among students and faculty

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

Written comments on student work, sent back to the prison.
Running total of points earned/grades calculated

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

All parts of the course will be done face to face as soon as it is safe to do so.