Emergency Minimum DE course structure and content requirements for Summer and Fall 2020

Instructors who are not currently certified to teach DE during summer and fall terms in 2020 must ensure that their course structure, content, and delivery methods adhere to the following standards which satisfy minimum legal requirements with Title 5. It is encouraged however, that instructors go beyond these minimum standards as they work towards full DE certification.

1. **Pre-enrollment Information**
(a) Each instructor must provide a **Welcome Letter** available to students through the college website. The welcome letter includes instructor contact information, references to required items (textbooks, materials, hardware, software, or technology), instructions on how to access the course, and links to **institutional services and policies** such as disability resources, online tutoring, online counseling and online readiness, and technology support for tools that will be used for the course.
(b) A **syllabus** is accessible through the campus LMS (Canvas). The syllabus provides instructor policies regarding grades, academic honesty, add/drop, late work, class participation, and attendance and lists the student learning outcomes for the course.

2. **Course Content Presentation**
(a) All courses must be **accessible through the campus LMS** (Canvas); hence instructors must have an understanding of use and navigation of Canvas. At a minimum this requires students to initially log-in to the course through Canvas to ensure student authentication.
(b) Content is divided into **distinct Learning unit**s (unit chunking). This can be achieved using Pages or Modules within Canvas. Material is provided in manageable segments using descriptive headers and subheadings.
(c) The content must have a **clearly distinguishable starting point, with clear navigation and easily determined content flow.**
(c) Each learning activity uses the appropriate Canvas tool (i.e. Pages, Assignments, Quizzes). External activities are linked within Canvas. Students are provided with instructions or tutorials for the use or completion of all tools and activities.

3. **Interaction with Students**
(a) The instructor **initiates contac**t with students to indicate the beginning of the course.
(b) Canvas communication tools are utilized to **maintain regular contact** with students which includes **expected response times**.
(c) The instructor provides opportunities for **students to communicate/interact with each other** through Canvas or external apps accessible through Canvas.

4. **Assessment**
(a) Student work is assessed in alignment with the methods indicated in the Course Outline of Record and accessible or deliverable through Canvas.
(b) Students are provided feedback on assessments and their progress in the course in a timely manner.

5. **Accessibility**
Instructors should engage in an on-going effort to ensure that equitable access to instructional content is maintained in the course and that all areas of accessibility are addressed. DE trainers will be available to assist faculty in identifying resources to ensure the following:
(a) Canvas webpages have been checked for screen reader accessibility (headers, tables, lists, links, color).
(b) Images contain appropriate Alt Text descriptions.
(c) Linked documents are checked for screen reader accessibility (headers, tables, lists, links, color, alt text).
(d) All videos have accurate close captioning (own or linked), live sessions have synchronized captioning if requested by a student.
(e) Audio files contain accurate transcripts.
(f) Instructors will work with DSPS to make accommodations that may go beyond (a) – (e) above.
(g) For students with testing accommodations, instructors will provide the extra time appropriate to that student separate from time requirements given to the remainder of the students.

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