REDWOODS COMMUNITY COLLEGE DISTRICT
Meeting of the
Academic Standards and Policies Committee

- 7351 Tompkins Hill Road, Eureka, LRC 107 (Conference Room)
  - Fort Bragg: 227 North Harold Street

Friday, September 27, 2013
3 p.m.

AGENDA

1. Call to Order
2. Introductions and Public Comment: Members of the audience are invited to make comments regarding any subject appropriate to the Academic Standards and Policies Committee.
3. Discussion Items, Connie Wolfsen
   3.1. AP 4105 Distance Education; CCLC template plus examples (Attachments)
4. Announcements/Open Forum
5. Adjournment

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Next Meeting:
Friday, October 11, 2013
AP 4105  Distance Education

References:
Title 5 Sections 55200 et seq.;
34 Code of Federal Regulations Section 602.17.

NOTE:  This procedure is legally required in an effort to show good faith compliance with the applicable federal regulations if the District offers distance education or correspondence education.

Consistent with federal regulations pertaining to federal financial aid eligibility, the District must authenticate or verify that the student who registers in a distance education or correspondence education courses is the same student who participates in and completes the course or program and receives the academic credit. The District will provide to each student at the time of registration, a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any.

The [Chief Instructional Officer] shall utilize one or more of these methods to authenticate or verify the student’s identity:

NOTE:  Insert local practice here: the following approaches are specifically referenced in the federal regulation as appropriate. The key is to utilize an accepted procedure for verifying a student’s identity.

- secure credentialing/login and password;
- proctored examinations; or
- new or other technologies and practices that are effective in verifying student identification.

The [Chief Instructional Officer] shall establish procedures for providing a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any, to each student at the time of registration.

NOTE:  The following procedure is legally required if the District has implemented distance education courses. Local practice may be inserted, but must include the following minimum requirements contained in Title 5.
Definition: Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology.

Course Approval: Each proposed or existing course offered by distance education shall be reviewed and approved separately. Separate approval is mandatory if any portion of the instruction in a course or a course section is designed to be provided through distance education.

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Administrative Procedures 4020, Program and Curriculum Development. Distance education courses shall be approved under the same conditions and criteria as all other courses.

Certification: When approving distance education courses, the [designate authority] will certify the following:

Course Quality Standards: The same standards of course quality are applied to the distance education courses as are applied to traditional classroom courses.

Course Quality Determinations: Determinations and judgments about the quality of the distance education course were made with the full involvement of the [designate authority, e.g. faculty, curriculum committee] approval procedures.

Instructor Contact: Each section of the course that is delivered through distance education will include regular effective contact between instructor and students.

Duration of Approval: All distance education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline.

Revised: 7/02, 8/03, 8/06, 8/07, 2/08, 7/11
A. Definition: Distance education allows the exploration and development of educational initiatives using advanced communication and computing technologies to address student access issues related to geographical, cultural, disability or facility barriers. A distance education course/section or session is defined as the use of technology utilized 51 percent or more of the time to deliver instruction during the course term and where the student and instructor are separated by distance. (CCC Distance Education Guidelines)

Distance education instruction is subject to requirements of the Americans with Disabilities Act and the Rehabilitation Act of 1973 (Section 55200). The Director of the Disability Resource Center will assure that all accommodations are accessible to students with disabilities as outlined in the California Community Colleges Distance Education Guidelines, March 2004 edition.

B. Course Approval: Each proposed or existing distance education course shall be reviewed and approved separately. Separate approval is mandatory if any portion of the instruction in a course or a course section is designed to be provided through distance education.

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Administrative Procedures 4020 or 4022.

1. Course Quality Standards: The same standards of course quality shall be applied to distance education as are applied to traditional classroom courses (Title 5, Section 55207).

2. Course Quality Determinations: Determinations and judgments about the quality of the distance education course were made with the full involvement of the Curriculum Committee, the Academic Senate, and the Board of Trustees according to Sequoias CCD approval procedures.

3. Duration of Approval: All distance education courses approved under this procedure will continue to be in effect unless changes are warranted through the regular review cycle or there are substantive changes of the course outline.

4. Instructor Contact: All approved distance education courses include regular effective contact between instructor and students, through group or individual meetings, orientation and review sessions, supplemental seminar or study
sessions, field trips, library workshops, telephone contact, correspondence, voice mail, e-mail, or other activities (Section 55204).

A regular, effective contact audit form, which supports academic program review processes and evaluation, provides instructors with a tool to develop, assess, and maintain course structures and online instructional practices that promote and document regular, effective contact in online courses.

The regular, effective contact policy assures high quality online education. Any changes to this policy will be made in collegial consultation between the Academic Senate and COSTA. Effective contact features include those that:

- Are instructor-initiated
- Are outlined in the syllabus
- Enable student-instructor contact
- Are timely (as outlined in the syllabus)
- Use available, acceptable contact methods
- Are documented

Online courses that do not involve regular and effective contact between instructors and students may be considered correspondence courses for which apportionment cannot be claimed.

For online courses, there are a number of acceptable interactions between instructor and student, not all of which may require in-person contact. Acceptable interactions include: email correspondence; threaded discussion forums with appropriate instructor participation; weekly announcement in the course management system; timely feedback for student work; face-to-face classroom encounters; orientations; review sessions; field trips; correspondence via the US Postal Service; online interactions via chats; discussions or other appropriate online technology; phone; and videoconferences. It is important to document regular effective contact and how it is achieved. Documentation may include email archives, discussion board archives, anecdotal records, and inclusion of information in applicable syllabus and/or curriculum outlines of record on the type and frequency of interaction appropriate to each online course/section or session. Standards for documentation may be established by individual divisions, departments, and individual instructors.

C. Faculty Selection and Workload: Instructors of course sections delivered via distance education technology shall be selected by the same procedures used to determine all instructional assignments. Instructors shall possess the minimum qualifications for the discipline into which the course’s subject matter most appropriately falls. The number of students assigned to any one course section offered by distance education will be determined by and be consistent with other District procedures related to faculty assignment. (Title 5, Section 55204)
D. **Student Authentication Process:** Consistent with federal regulations pertaining to federal financial aid eligibility, the District must authenticate or verify that the student who registers in a distance education or correspondence education course is the same student who participates in and completes the course or program and receives the academic credit. The District will provide to each student, at the time of registration, a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any.

The Vice President of Academic Services shall authorize one or more of the methods to authenticate or verify the student’s identity approved by federal regulation.

For the Sequoias CCD, authentication uses secure credentialing/login and password within applicable course management systems, which is specifically referenced in the federal regulation as an appropriate and accepted procedure for verifying a student’s identity. The Blackboard method involves securing credentialing/login and password using Banner ID and randomly generated password retrieved from Banner. The other method involves photo ID authentication at hybrid sessions in order to receive password to other course management system.

The Vice President, Academic Services shall establish procedures for providing a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any, to each student at the time of registration.

E. **Student’s Last Day of Attendance:** A student’s last day of attendance in an online class is determined by one or more of the following activities:

1. Opening, editing, or submitting an assignment online using the Course Management System assignment feature, by email, or in person.
2. Participating in an online discussion.
3. Engaging in an exam either online or in person.
4. Engaging in course activity beyond login (e.g., wiki, blog, group) as demonstrated by record in Blackboard Course report.

A faculty member is encouraged to store the following evidence in such a manner that it can be easily retrieved should the College be audited:

1. Record of student’s grade for assignment or test and corresponding due date.
2. Course report (Course Management System) of user activity beyond login.
3. Email.

F. **Ongoing Responsibility of Districts:** Section 55210 requires that the District maintain records and report data through the Management Information System on the number of students and faculty participating in new courses or sections of established courses offered through distance education. In addition, the District shall provide other information as deemed necessary by the Board of Governors.

G. **Reporting:** The Distance Education Coordinator will make an annual report to the Board of Trustees addressing the current state of distance education at COS.
References:  Title 5, Section 55200 et seq.; California Community Colleges Distance Education Guidelines, March 2004.

Form: Curriculum Committee Distance Education Form
Adopted: May 12, 2009
Revised: April 8, 2013
Per Title 5 Section 55200, distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology. A distance education course is a course or course section where 40% or more of the hours of instruction occur at a distance.

In the District, a hybrid course or course section is defined as one in which regularly scheduled face-to-face classroom time is replaced consistently throughout the semester by required online activities; and is one in which the face-to-face component is between 40% and 60% of the total course hours.

In the District, an online or media-based course or course section is defined as one in which 100% of instruction occurs at a distance; while there is no face-to-face instruction, mandatory face-to-face orientations and assessments may be scheduled.

**Course Approval**

Each proposed or existing course offered by distance education shall be reviewed and approved separately. Separate course outlines are required for each hybrid, online or media-based version of a course. Each course outline must include the Distance Education addendum of the Course Outline of Record template. Separate approval is mandatory if 40% or more of the instruction in a course or a course section is designed to be provided through distance education, whether as a hybrid or online.

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in AP 4020 titled Program and Curriculum Development. Distance education courses shall be approved under the same conditions and criteria as all other courses.

**Certification**

When approving distance education courses, the Curriculum Committee will certify the following:

- **Course Quality Standards**
  The same standards of course quality are applied to the distance education courses as are applied to traditional classroom courses.

- **Course Quality Determinations**
  Determinations and judgments about the quality of the distance education course were made with the full involvement of the Academic Senate and Curriculum Committee approval.
procedures.

- **Instructor Contact**
  Each section of the course that is delivered through distance education will include regular effective contact between instructor and students.

- **Duration of Approval**
  All distance education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline.

**ADA Compliance**
All distance education is subject to the requirements of Title 5 as well as the requirements imposed by the Americans with Disabilities Act (42 U.S. Code Sections 12100 et seq,) and Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S. Code Section 794d). Distance Education courses will be reviewed by Disabled Students Programs and Services (DSPS) to determine ADA compliance.

**Instructor Learning Management System (LMS) Training**
Instructors interested in teaching hybrid and/or online courses will be provided with training opportunities in the technical and pedagogical aspects of such courses using the approved District LMS before being assigned to teach such a course.

Consistent with federal regulations pertaining to federal financial aid eligibility, the District must authenticate or verify that the student who registers in a distance education or correspondence education courses is the same student who participates in and completes the course or program and receives the academic credit. The District will provide to each student at the time of registration, a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any.

The Chief Instructional Officer shall utilize one or more of these methods to authenticate or verify the student’s identity:

The District utilizes a LMS whereby students must authenticate their identity. In order to access the LMS, students must log into the MyCOM Portal with their College of Marin-issued student user name and password.

The District’s Distance Education Support Center (DESC) provides proctored testing services. Students enrolled in the District’s distance education courses can schedule an appointment to take a test in the DESC Office. Appointments are required in advance. To make an appointment, students must follow the guidelines specified by the DESC.

The Chief Instructional Officer shall provide a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any, to each student at the time of registration.

**Date Approved:** June 28, 2011

**Revised:** June 19, 2012
Title: Distance Education

Revision Date: 3/2/10

Responsible Office: Office of Instruction

Policy Reference: Title 5 Sections 55200 et seq.

Definition: Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology.

Course Approval: Each proposed or existing course offered by distance education shall be reviewed and approved separately. Separate approval is mandatory if any portion of the instruction in a course or a course section is designed to be provided through distance education.

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Administrative Procedures 4022, Program and Curriculum Development. Distance education courses shall be approved under the same conditions and criteria as all other courses.

Certification: When approving distance education courses, the Deans and Directors and Curriculum Committee will certify the following:

- Course Quality Standards: The same standards of course quality are applied to the distance education courses as are applied to traditional classroom courses.

- Course Quality Determinations: Determinations and judgments about the quality of the distance education course were made with the full involvement of the Curriculum Committee approval procedures.

- Instructor Contact: Each section of the course that is delivered through distance education will include regular effective contact between instructor and students.

- Duration of Approval: All distance education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline.
DISTANCE EDUCATION PROCEDURES
REGULAR EFFECTIVE CONTACT

All Distance Education courses at Mendocino College, whether hybrid or fully online, will include regular effective contact as described below. Instructors shall clearly state their regular effective contact procedures in their syllabi and other course documents.

Frequency of Interaction and Student Contact
Instructors shall regularly communicate with the class as a whole through announcements, open-ended question forums, etc. These communications will take place at least weekly.

Instructors shall regularly initiate interaction with individual students to determine that they are accessing and comprehending course material and that they are participating regularly in the activities in the course. These interactions should include responses in open forums, feedback on assignments, etc., and should take place at least weekly. Response time to student questions shall be no more than 72 hours in most situations.

Should the instructor be out of contact for longer than 72 hours, notification to students shall be made in the announcements area of the course. This notice will include a date when the students can expect regular effective contact to resume.

Type of Initiated Interaction and Student Contact
Mendocino College Distance Education courses shall use the following methods of communication to initiate contact with students:

- Announcements in the Course Management System
- Discussion forums with appropriate instructor participation
- Timely response to student emails or inquiries
- Timely feedback for student work

Instructors may also choose other optional forms of communication including but not limited to:

- General email
- Instructor prepared e-lectures or introductions to any publisher created materials
- Group or individual meetings, including review and study sessions
- Field trips
- Telephone conversations
- CCC Confer and video conference
- Podcasts

Adopted: April 9, 2008
Revised: November 3, 2011
March 6, 2012
Distance Education AP 4105

Reference: Title 5, Section 55200-55210; Education Code 66700, 70901, 70902; Title 29 USC 794d; Title 42 12100 et seq.; U.S. Department of Education Regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended; and 34 Code of Federal Regulations Section 602.17.

Definition
Distance education is defined as a formal interaction which uses one or more technologies to deliver instruction to students who are separated from the instructor and which supports regular and substantive interaction between the students and instructor, either synchronously or asynchronously. The District utilizes both Internet-based and interactive television (ITV) delivery methods.

Course Quality Standards
The same standards of course quality shall be applied to any portion of a course conducted through distance education as are applied to traditional classroom courses, in regard to the course quality judgment made by the District curriculum review process.

Separate Course Approval
If any portion of the instruction in a proposed or existing course or course section is designed to be provided through distance education in lieu of face-to-face interaction between the instructor and students, the course shall be separately reviewed and approved by the District’s adopted course approval process.

Faculty Selection and Workload
Instructors shall possess the minimum qualifications for the discipline into which the course’s subject matter most appropriately falls. Instructors of course sections delivered via distance education technology shall be selected by the same procedures used to determine all instructional assignments: needs of the District, workload, and preparation.

Instructional Quality Standards for Distance Education Instruction
The District recognizes that distance education instruction differs from that of a traditional class-room setting. Because of that difference, instructors wanting to be involved in distance education instruction shall be trained in the development and use of ITV or learning management system (LMS) platforms adopted by the District, and course design of materials and resources to ensure accessibility. When instruction is intended in a fully online or hybrid format, instructors shall be trained in online pedagogy.
Instructor Contact
All courses conducted through distance education shall ensure that there is regular, effective, and substantive contact between the instructor and the students through such synchronous or asynchronous mechanisms as group or individual meetings, discussion boards and chat rooms, online orientations and review sessions, supplemental seminars or study sessions, field trips, telephone contact, correspondence, voice mail, email, or other comparable activities.

Authentication and Verification of Student Identity
To authenticate and verify a student’s identity in an Internet-based course, the District will require secure login and password to the LMS and affirmation that the person entering the login is the student registered in the course. If the instructor chooses to conduct a proctored exam, the District will continue to provide proctoring at each of its campuses within the District. The District will review/adopt other technologies and practices as they become available.

The District will continue to promote academic honesty in all courses and incorporate training to promote academic honesty in Internet-based course design.

State Authorization
The District will comply with federal and any applicable state regulations regarding non-resident enrollment in Internet-based classes and will, when practical, seek the necessary authorization to accommodate registration for students permanently residing outside California. Statements apprising potential non-resident students of the regulations will be included in the course catalog and maintained on the District’s Distance Education web page.

Other factors which may require the District to seek authorization from other states include, but are not limited to, advertising or marketing within another state, or employing faculty or other representatives within another state.

Reviewed by DEC 10/01/08
Approved by Academic Senate 10/27/08
Board Reviewed 3/11/09
Revised by DEC 4/18/13
Board Reviewed 7/10/13
Reference: Title 5, Section 55200-55210; Education Code 66700, 70901, 70902; Title 29 USC 794d; Title 42 12100 et seq.; ACCJC Accreditation Standards I-IV

Definition and Application

Distance education, or distance learning, “is defined as a formal interaction designed for learning in which the interaction principally occurs when the student is separated by location from the instructor, resources used to support learning, or other students.” Most often, interaction occurs through the assistance of communication technology and may be synchronous or asynchronous. All distance education is subject to the general requirements of Title 5 and have the same quality, accountability, and focus on student outcomes as the traditional course offerings. In addition, instruction provided as distance education is subject to the requirements that may be imposed by the Americans with Disabilities Act (42 U.S.C. s 12100 et seq.) and sections 504 and 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. s 794d).

The Board of Trustees will assure that the Superintendent/President has procedures in place to meet the accreditation requirements as well as those of State and Federal statutes.

Reporting

Administration will provide the Board of Trustees, no later than August 31 of each year, a report on all distance education activity.

Responsibilities of the District

The District will address and meet distance education Eligibility Requirements for Accreditation and insure compliance with standards, policies, and statutes. The District, through its current organizational structure and decision-making framework, will continue to strive for proficiency and continuous improvement in distance education services, resources, and governance to serve the District’s vast region.

The District shall maintain appropriate records of distance education offerings and report the necessary distance education data annually through both the California Community Colleges Chancellor’s Office Management Information System and the Accrediting Commission for Community and Junior College’s Accreditation Annual Report.

Reviewed by Distance Education Committee 10/01/08
Approved by Academic Senate 10/27/08
Board Approved 3/11/09
Definition: Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology.

Course Approval:

- The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Administrative Procedures 4020, Program and Curriculum Development.
- No course shall be taught via distance education until it has been reviewed and received separate approval for distance education by each college's Curriculum Committee. This requirement applies if any portion of the instruction in a course section is designed to be provided through distance education.

Certification: When approving distance education courses, the Curriculum Committee will certify the following:

Course Quality Standards: The same standards of course quality were applied to the distance education courses as are applied to traditional classroom courses (§ 55002, 55207).

Course Quality Determinations: Determinations and judgments about the quality of the distance education course were made with the full involvement of the Curriculum Committee(s) approval.
Instructor Contact: Each section of the course that is delivered through distance education will include regular effective contact between instructor and students (§ 55204). The use of the term “regular effective contact” in this context suggests that students should have frequent opportunities to interact with the instructor of record. For distance education courses there are a number of acceptable modes of interaction between student and instructor, not all of which require in-person contact (§ 55204, 55211)

- Instructor facilitated interaction: Instructors shall regularly facilitate interaction with students to determine they are accessing and comprehending course material by encouraging regular participation and progression in all required activities of the course in a timely fashion in accordance with the Course Outline of Record and the course syllabus.
- Quality of instructor-student interaction: Instructors shall ensure effective student-teacher interaction in distance education courses utilizing the following methodologies:
  - use of the communication tools in the Learning Management System
  - conducting student-instructor interaction with similar care and attention to students as that which occurs during face-to-face office hours/encounters;
  - using a variety of methods and resources to initiate and maintain weekly contact with students that may include, but are not limited to threaded discussion forums with appropriate instructor participation, group projects, routine assignments, quizzes, email or phone correspondence, weekly announcements, timely evaluation of coursework, including comments and feedback, etc.; and
  - responding to student emails, postings, etc. in a timely fashion.

- Frequency of interaction: distance education courses are considered the “virtual equivalent” of face-to-face courses. Therefore, the frequency of the contact should approximate that as would be established in a regular, face-to-face course, while acknowledging the unique features of distance education instruction. An instructor-established policy describing the nature of instructor contact and feedback shall be posted in the syllabus made available to students when the course officially opens each term.

Duration of Approval:
All distance education courses approved under this procedure will continue to meet the approval criteria until there are substantive changes to the course outline. At that time, they must be resubmitted to the Curriculum Committee(s).

Student Authentication:
Consistent with federal regulations pertaining to federal financial aid eligibility, the District must authenticate or verify that the student who registers in a distance education course is the same student who participates in and completes the course or program and receives the academic credit. The District will provide to each student at the time of registration, a statement of the process in place to protect student privacy.

Each college’s Chief Instructional Officer or designee shall utilize one or more of these methods to authenticate or verify the student’s identity;

- Secure credentialing/login and password;
- Proctored examinations;
- Lock down browsers; and/or
- Other technologies such as anti-plagiarism software and practices that are effective in verifying student identification.
**Student Attendance Dates:**
The Directors of Financial Aid will ensure compliance with Federal Regulations (34CFR 668.22) pursuant to Return to Title IV Funds (R2T4) and VA-ONCE Notice of Change (38CFR 21.4203) using faculty verification of last actual date of attendance (evidenced by active participation and reflected in the assessment of regular effective contact Reference: Distance Education Guidelines) to calculate student’s earned and unearned portion of Title IV Aid.

Instructors are responsible for verifying student attendance dates in all sections in which:

- earned and unearned portions of Federal Student Aid (Title IV) are determined based upon the amount of time the student spent in attendance, and/or
- last actual date of attendance is used to determine status changes for students receiving Veteran (VA-ONCE) funds.

**Ongoing Responsibility of District:**
The District will maintain records and report data through the Management Information System on the number of students and faculty participating in new courses or sections of established courses offered through distance education (§ 55210).

Adopted: 7/21/2004