

ADMINISTRATIVE PROCEDURES

Chapter 4 Academic Affairs

4105

AP 4105 Distance 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 course is the same student who participates in and completes the course or program and receives the academic credit.

The College will utilize the following methods to authenticate or verify the student's identity:

- secure credentialing/login and password for all students enrolled in online classes
- proctored examinations for some courses as determined by the faculty

The Vice President of Academic Affairs shall establish procedures to ensure that the District provides 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.

Definition

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

Distance Education 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.

Distance education courses shall be approved under the same conditions and criteria as all other courses. The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Administrative Procedure 4022 - Course Approval.

A Distance Education addendum to the official course outline of record shall be made if any portion of the instruction of a new or existing course is provided through distance education. The addendum must be approved according to the District's curriculum approval procedures. The addendum must address the following:

- How course outcomes will be achieved in a distance education mode;

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- How the portion of instruction delivered via distance education provides regular and effective contact between instructors and students (both instructor-to-student and student-to-student contact); and
- How the portion of instruction delivered via distance education meets the requirements of the Americans with Disabilities Act (ADA) and Section 508 of the Rehabilitation Act of 1973.

When approving distance education courses, the Curriculum Advisory 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 Advisory Committee's course approval procedures.
- **Instructor Contact:** Each section of the course that is delivered through distance education will include regular effective contact between instructor and students, and among students, either synchronously or asynchronously. Regular effective contact is an academic and professional matter.
- **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 Instructor Requirements

All online instructors shall comply with Title 5 requirements for online instruction including (a) maintaining regular and effective interaction between instructor and students, and among students; (b) delivering course content that is equivalent to a face-to-face section; and (c) providing course content that meets Section 508 guidelines for accessibility.

Faculty members assigned to teach online courses shall be prepared to teach online in one of the following ways:

- **New online instructors** are required to complete 8-hours of orientation and training related to online instruction prior to the beginning of their first online course*. The training requirement may be satisfied through any combination of in-person or online training, including:
 - a. self-paced online training,
 - b. facilitated face-to-face and/or online training, or

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- c. individual training with a peer online faculty mentor or member of the College's online education support team
- **Experienced online instructors** are expected to complete a total of 9-hours of professional development every 3 years through any combination of:
 - a. self-paced online training,
 - b. facilitated face-to-face and/or online training, or
 - c. individual training with a peer online faculty mentor or member of the College's online education support team
- Online instructors who design an online course that is reviewed through the College's Peer Online Course Review (POCR) process and aligned to the standards established in the CVC/OEI Course Design Rubric will be exempt from ongoing training requirements for a period of 5 years.

The College will regularly offer faculty a variety of self-paced online and face-to-face training opportunities as well as mentoring opportunities to satisfy the training requirements above and will recognize training completed through external organizations and/or other Colleges.

*New online instructors hired under emergency circumstances will be granted an additional 4-weeks to complete the training requirement. Faculty who do not satisfy the minimum training requirements above will not be eligible for future online teaching assignments until the training requirements are satisfied.

References: *Title 5 Sections 55200 et seq.;*
34 Code of Federal Regulations Part 602.17 (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);
ACCJC Accreditation Standard II.A.1

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