

Definition

“Distance education” (DE) means education that uses one or more of the technologies listed below to deliver instruction to students who are separated from the instructor(s) and to support regular and substantive interaction between the students and instructor(s) either synchronously or asynchronously.

Technologies that may be used to offer distance education include the following:

- (1) The Internet;
- (2) One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;
- (3) Audio conference; or
- (4) Other media used in a course in conjunction with any of the technologies listed above.

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Administrative Procedure 4020, Program and Curriculum Development and in the Courses and Programs Committee (CPC) Handbook. Distance education courses shall be approved under the same conditions and criteria as all other courses, subject to the certification standards described in the following section.

Certification

When approving distance education courses, the CPC will certify the following:

- A. Course quality standards: The same standards of course quality are applied to distance education classes as are applied to onsite classes.
- B. Course quality determinations: Determinations and judgments about the quality of distance education courses are made in accordance with all CPC course-approval criteria and procedures.
- C. Instructor preparation: By proposing a distance education course, the faculty author, department chair, and dean agree that instructors assigned to teach a distance education course section should be prepared to teach distance education in accordance with ACCJC instructor qualifications, Title 5 requirements, any department and college procedures, and negotiated agreements.
- D. Regular and substantive interaction: Each section of a course in which the instructional time is conducted in part or in whole through distance education will include regular and substantive interaction between instructor and students. Regular and substantive interaction among students in course sections which include distance education may be required in the DE addendum to the course outline of record. By proposing a distance education course, the faculty author and department chair agree to the following specifications of instructor/student interaction and interaction among students (if required in the course's DE addendum).
 1. Instructor-initiated interaction: The instructor serves as both a provider of instruction and as a facilitator of student learning. Ensuring regular and substantive instructor/student interaction guarantees that the student has the opportunity to benefit from the instructor's presence in the learning environment.
 - a. Types of interaction. Instructors will use a variety of means to initiate substantive and effective interaction with students, including several from among the following:
 1. Providing information or responding to questions about the content of a course or competency (e.g., weekly announcements, "Questions for the Instructor" forums, and responding to student emails, phone calls, and postings in a timely manner).
 2. Assessing or providing feedback on a student's coursework (separate from or in addition to an automated grading system).

3. Facilitating group discussions regarding the content of a course or competency (e.g., a threaded discussion forum or video conference with instructor participation).
 4. Providing direct instruction, such as instructor-prepared synchronous or recorded lectures, or introductions to educational resources (e.g., publisher-created materials, Open Educational Resources, library materials, or other materials freely available online) that, combined with other course materials, create the virtual equivalent of an onsite course section.
 5. Other instructional activities approved by the ACCJC.
- b. Frequency and opportunity of interaction. The frequency of instructor/student interaction in a DE section will be at least the same as would be established in its onsite counterpart. This interaction shall be distributed in a manner that ensures instructor/student interaction is maintained over the course of a week and the duration of the term and should occur as often as is appropriate for the course section. The opportunities for instructor/student substantive interactions are to be predictable and scheduled.

An instructor- and/or department-established policy describing the frequency and timeliness of instructor-initiated interaction and instructor feedback, and the expectations for student participation in student-to-student interaction, are to be posted in the syllabus and/or other course documents made available to students when the course section officially opens each semester. This information will also refer students to the section in the college catalog on student rights and responsibilities.

(st)-2 (l)CB.-eh (par)7 (0 (and)(s)4 (t1pa96(s)4 ()10 (t)2 (oT)-5 ((r)7 (uc)14 (c)

d. Academic performance

G. Duration of approval: All distance education courses approved under this procedure will continue to be in effect unless substantive changes are made to their official course outlines of record.

Verification of Student Identity

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

The college will assure that all institutionally provided technology resources used in support of distance education will meet the accessibility requirements in state and federal regulations (Americans with Disabilities Act of 1990 (ADA), section 508 of the Rehabilitation Act of 1973, California Government Code section 11135, and Title 5 sections 55200 and 55205).

Publication of Distance Education Course Section Facts

The college shall make available to students through college publications all the following facts before they enroll in a distance education course section:

- A. All online and in-person synchronous meeting days/dates and times.
- B. Any required asynchronous in-person activities.
- C. Any required technology platforms, devices, and applications.
- D. Any test or assessment proctoring requirements.