Kern Community College District
Board Policy
Chapter 4 – Academic Affairs

BP 4105   DISTANCE EDUCATION

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);
WASC/ACCJC Accreditation Standard II.A.1

NOTE: *This policy is unique to the Kern Community College District.*

❖ **From current KCCD Policy 4B3 titled Distance Education**

4B3A Distance Education means instruction in which the instructor and the student are separated by distance and interact through the assistance of communication technology.

4B3B The same standards and judgment of course quality shall be applied to any portion of a course through distance education as are applied to traditional classroom courses.

4B3C Any portion of a course conducted through distance education must 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.

4B3D If a portion of the instruction in a proposed or existing course or course section is designed to be provided through distance education, the course shall be separately reviewed and approved using both College and District course approval procedures.

4B3E Instructors of course sections delivered by 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 shall be determined by, and be consistent with, other *D*district procedures related to faculty assignments.

Procedures for determining the number of students assigned to courses provided through distance education may be reviewed by the Curriculum Committee.

Nothing in this section shall be construed to impinge upon or detract from negotiated agreements between the exclusive representatives and the Board of Trustees.

~~4B3F~~ Attendance accounting shall be consistent with the California Community Colleges Chancellor's Office Student Attendance Accounting Manual for calculating Distance Education FTES. ~~(See Procedure 4B3)~~

Admin 5/16/16
ChC 5/17/16

Kern Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4105   DISTANCE EDUCATION

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WASC/ACCJC Accreditation Standard II.A.1

NOTE: *The following procedural language 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****.   The Policy & Procedure Service carefully monitors legal language requirements pertaining to distance education and has updated/revised its distance education template seven times (in 7/02, 8/03, 8/06, 8/07, 2/08, 7/11, 4/15).*

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 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 Chief Instructional Officer 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.

*NOTE: This procedural language 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.

❖ **From current KCCD Procedure 4B3 titled Distance Education**

The faculty member teaching an online or hybrid (face-to-face and online credit instruction) course shall engage in regular and effective student contact:

a. Respond to student questions, emails, and other communications within 48 hours, Saturdays, Sundays, non-instructional days and leave days excepted;

b. Regularly (at least twice a week) initiate contact with students in the online classroom;

c. Monitor student-to-student interaction in classroom activities requiring interaction;

d. Select and incorporate some combination of the following student authentication strategies to verify student identity or authenticate the originality of work.

1. Use proctors for tests and require id's.

2. Use an originality tool to prevent plagiarism.

3. Become familiar with students' individual writing styles by requiring a variety of writing tasks, such as discussion forums, paragraph-length answers on exams, and formal research papers.

4. Require specific research paper topics for which the instructor knows the secondary sources thoroughly.

5. Employ a lock-down browser system, to prevent students from exiting the exam and surfing the web for answers.

6. Design test questions to be randomly drawn from banks of questions and shuffled so that each student gets a different set of questions.

7. Design tests to be open-book but with a limited amount of time to complete.

8. Require forced completion on exams so student cannot re-enter a test.

9. Set a short window for testing completion, i.e., one or two days to take an exam rather than a week.

10.   Create a unique password for each exam.

e. Provide information to students regarding items 1 – 4 above on the class syllabus.

f. The faculty member teaching an online or hybrid course shall include all course syllabus information as described in the CCA contract within the District's adopted class management system and likewise shall conduct all discussion forums, wikis, and other student-to-student class interactivity entirely within the class management system.