

DISTANCE EDUCATION

AP No. 4105

Board Reviewed: 08/15/2007; 06/08/2011; 10/14/2020

Page 1 of 3

I. Introduction

- A. A distance education course is a course where the faculty and student are separated by distance and interact through the assistance of communication technology. Distance education courses include fully-online (Online) and partially-online (Hybrid) courses. Fully online courses must have total online course/contact hours.
- B. 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.
- C. All Rio Hondo College distance education courses employ the use of secure credentialing/login and password to authenticate or verify a student's identity. Proctored examinations or other approaches to verifying student identification may be employed in addition to the use of the credentialing/login and password system as deemed appropriate by discipline faculty.

II. Course approval

- A. No course shall be taught utilizing distance education until it has been submitted to and approved for this mode of delivery by the Rio Hondo College Curriculum Committee.

III. Accessibility

- A. All distance education courses shall meet all federal and state guidelines for accessibility.

IV. Faculty certification

- A. All distance education instructors shall complete the online education certification process prior to teaching an online or hybrid course.

V. Quality of instructor-student interaction

- A. All courses at Rio Hondo College that have a distance education component, whether hybrid or fully online, will include regular effective

DISTANCE EDUCATION

AP No. 4105

Board Reviewed: 08/15/2007; 06/08/2011; 10/14/2020

Page 2 of 3

contact. Instructors shall ensure regular effective student-teacher interaction, and student-student interaction, in distance education courses in the following ways:

- Allocating sufficient hours/weeks for contact with the option to meet with students in-person
- Conducting student-teacher interaction with similar care and attention to students as that which occurs during in-person office hours and/or encounters
- Using a variety of methods and resources to initiate and maintain contact with students that may include, but are not limited to, threaded discussion forums with appropriate instructor participation, e-mail or phone correspondence, group chat, virtual office hours, weekly announcements in the Course Management System, timely evaluation of coursework, including comments and feedback, etc.
- Responding to student e-mails, postings, etc. in a timely fashion and as specified in the syllabus or other course documentation provided to students

VI. Context

- A. In hybrid or fully online courses, ensuring regular effective instructor/student contact guarantees that the student receives the benefit of the instructor's presence in the learning environment both as a provider of instructional information and as a facilitator of student learning.

VII. Applicable regulations from the distance education guidelines for the California Community Colleges

- A. Course quality standards
 1. 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 pursuant to the requirements of section 55002, and in regard to any local course quality determination or review process. Determinations and judgments about the quality of

DISTANCE EDUCATION

AP No. 4105

Board Reviewed: 08/15/2007; 06/08/2011; 10/14/2020

Page 3 of 3

distance education under the course quality standards shall be made with the full involvement of faculty in accordance with the provisions of subchapter 2 (commencing with section 53200) of chapter 2.

B. Instructor contact

1. In addition to the requirements of California Education Code section 55002, Rio Hondo College uses the following for instructor-to-student and student-to-student regular and effective contact taught via distance education:

Instructor-to-student

- Announcements
- Email correspondence
- Discussion boards
- Timely feedback on assignments
- Telephone contact
- Other (i.e. synchronous and/or asynchronous teleconferencing, chat, online group meetings, synchronous office hours, etc.)

Student-to-student

- Announcements
- Group learning activities/collaboration
- Canvas assignments and quizzes (with peer review)
- Discussion boards
- Other (i.e. synchronous and/or asynchronous teleconferencing, chat, etc.)

V. Sources/references

- A. 34 CFR 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)
- B. ACCJC Accreditation Standard 11.A.1
- C. Education Code Sections 66700, 70901, and 70902