

AP4105: Distance Ed and Correspondence Education

Regular and Substantive Interaction

An institution ensures ... Monitoring the student's academic engagement and success and ensuring that an instructor is responsible for promptly and proactively engaging in substantive interaction with the student.....Regular Substantive Interaction between the instructor and the students... is included in each section of a course.

The district shall provide training and ensure that faculty teaching distance education courses shall be adequately prepared.

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 online in accordance with college procedures for obtaining agreed upon training. Prior to assigning a distance education course, the division dean shall verify the faculty have received current and sufficient training.

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Accessibility

Accessibility is a shared responsibility between faculty, the college, and the district. Each section of a course in which the instructional time is conducted in part or in whole through distance education will comply with all applicable accessibility requirements outlined in state and federal regulations (Americans with Disabilities Act of 1990 (ADA), section 508 of the Rehabilitation Act of 1973, California Government Code section 1135, and Title 5 section 55205). "

Documentation
on file to assign
an online section
to a faculty
member

Faculty meets training standards

- Sufficient training for faculty member
- Ensuring that RSI *is taking place*
- Course complies





Goal of this Conversation

Agree on requirements to meet AP 4105

1. Faculty meets training standards
 - Sufficient training for faculty member
 - Ensuring that RSI *is taking place*
 - Course complies



Faculty meets training standards - Outcomes

The training for assignment of an online course (FHDA Online Certification Course) will encompass

Provide Sufficient Training

The district shall provide training and ensure that faculty teaching distance education courses shall be adequately prepared

For each faculty member: FHDA Online Training

- Training will be required of all faculty teaching online or hybrid
- Training must be completed prior to or within the first two quarters of the first course assignment
- Faculty who previously received training in the operation of the course management system (CMS) or emergency certification must complete training that addresses
 - Accessibility
 - Interaction
 - Course design and assessment alignment with course learning outcomes

Equivalency option: documented outcomes aligned with outcomes in FHDA Online training as determined by Online Learning offices

Ensure RSI *will happen* in a Course

An institution ensures ...an instructor is responsible for promptly and proactively engaging in substantive interaction with the student

For each course taught by an instructor

- The syllabus for each instructor's course will address the mode and frequency in which students should expect instruction and communication from their instructor.
- OR each instructor will provide documentation that is collected quarterly by their division office that addresses the mode and frequency in which students should expect instruction and communication from their instructor

Ensure RSI

Ensure each course is accessible

Each section of a course in which the instructional time is conducted in part or in whole through distance education will comply with all applicable accessibility requirements outlined in state and federal regulations

For each instructor at least one course must

Complete an accessibility review by Online Learning; accessibility review is based on CVC Course Design Rubric Section D and the review course is "deemed accessible*";
OR

via J1B* for the course with MT on item 13;

*A rubric for "course meets accessibility guidelines" needs to be created and align with CVC Course Design Rubric Section D. Evaluators need to have completed online training

Documentation Sign Off

Additional Issues