

3.12.2P

ONLINE INSTRUCTION / DISTANCE EDUCATION

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Ref: Guidelines for Best Practices in Technology Mediated Instruction.

Prepared by the Association of Instructional Administrators (AIA)

California Academic Senate "Best Practices in Online Instruction."

ACCJC Accreditation Materials

I. PROCEDURES FOR ONLINE CURRICULUM AND INSTRUCTION

- A. The District shall address the following within these procedures in order to enable faculty to teach Distance Education classes of appropriate quality:
1. Guidelines for "best practices" which shall be reviewed and distributed annually by a designated administrator in the Academic Affairs Council.
 2. An evaluation process specific to the online environment that measures quality teaching and learning in that environment. As appropriate, evaluation processes will be integrated with the AFA contract.
 3. Explicit communication of expectations and agreements, not only in the teaching and learning environment, but also vis-à-vis college service, professional development, and collegial and community involvement.
 4. College and departmental support for faculty recruitment, training, mentoring, and ongoing development in the online environment. This support shall be designed so that the faculty practitioners are supported, and so that the program's online courses can continue to be offered even when the "initiating" or "founding" faculty is no longer available or interested in teaching them. [See Policy 2.14 - Intellectual Property Rights.]
 5. The District shall set aside sufficient resources to support the Online Program with particular respect to training of instructors and providing adequate support for students taking on-line courses.
 6. Development and approval of online courses shall follow the established curriculum review procedures, with the addition of a technical approval process to ensure the appropriateness of electronic delivery.
- B. The job description and expectations for instructors in distance education or online instruction are described and/or updated in the contract between the District and the AFA.

II. EVALUATION AND ASSESSMENT OF THE PROGRAM

- A. The District shall create an assessment tool to measure student ability to succeed in the distance education environment.
- B. The District shall create a method to evaluate the educational effectiveness of its electronically-delivered courses and programs including assessment of student learning outcomes, student retention and persistence, and student satisfaction to insure comparability to traditionally-delivered courses and programs.

- C. The district shall monitor the program to insure the integrity of student work and the credibility of the degrees and credit it awards.

III. LIBRARY AND LEARNING RESOURCES

- A. Within the normal program review process the District will annually evaluate students' access to appropriate information resources.
- B. Also within the normal program review process the District will annually evaluate students' use of learning resources, labs, facilities, and equipment appropriate to the programs

IV. STUDENT SERVICES

- A. Within the normal program review process the District will annually review the range of student services appropriate to support the programs, including admissions, financial aid, academic advising, deliver of course materials, placement, and counseling.
- B. The District will review the processes through which students may resolve their complaints about the program.
- C. In the normal annual review process the District will evaluate recruiting and admissions information provided for students within the program.
- D. Also within the normal program review process the District will review the ways in which we ensure that admitted students possess the knowledge and equipment necessary to use the technology employed in the course or program. This is particularly important to insure student retention for those students experiencing difficulty using the required technology.

V. FACILITIES AND FINANCES

- A. Through the normal program review process the District will annually ensure that equipment and maintenance required for electronically-delivered courses and programs are effectively provided.
- B. Facilities, staffing, equipment, and other resources associated with the viability and effectiveness of the program will be an integral part of the institution's long-range planning, budgeting, and policy development processes.