Academic Affairs

AP 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);
ACCJC Accreditation Standard II.A.1

Definition
Distance education means instruction in which the instructor and student are separated by time or distance and interact through the assistance of communication technology. Distance Education classes, where fifty-one percent (51%) or more required instructional time is geographically separated instruction, shall be considered online classes for evaluation purposes.

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. (Ref. FA Contract Article 10.D.1.h)

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.

An addendum to the official course outline of record shall be made if any portion of the instruction of a new or existing course is provided through distance education. The addendum must be approved according to the curriculum approval procedures and must address the following:
- How course outcomes will be achieved in a distance education mode;
- How the portion of instruction delivered via distance education provides regular and effective contact between instructors and students; and
- How the portion of instruction delivered via distance education meets the requirements of the Americans with Disabilities Act (ADA) and Section 508 of the Rehabilitation Act of 1973.

Certification
When approving distance education courses, the college curriculum committee will certify the following:

- **Course Quality Standards:** The same standards of course quality is 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 college 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. (Ref. FA Contract Article 10 F.3b)

- **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.

Quality
Distance education in the District will include, but shall not be limited to, the following attributes:

1. The same standards of quality instruction as in on-campus classes
2. Comparable student support services as offered on campus
3. Regular, effective contact between instructor and students
4. Adherence to Title 5 regulations and the California Community Colleges Chancellor's Office Distance Education Guidelines.
5. Faculty oversight of all curriculum issues
6. Evaluation of instruction as per the agreement between the District and the Chabot-Las Positas Faculty Association
7. Instructor access to training and support
8. Student readiness training and support
9. Student adherence to the academic honesty statements at the colleges
10. Adherence to the California Community Colleges Chancellor's Office Distance Education Accessibility Guidelines for Students with Disabilities
11. Adherence to federal Copyright Law.

Authentication and 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 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 District provides a secure web-based student verification processes by way of a single authentication system which includes the student registration, student web portal, and the supported Learning Management System (LMS). As part of the initial registration process, all student users are assigned a unique "W" Identification Number (W ID) and password. Students and their assigned W ID are systematically uploaded to courses in the LMS for which they are enrolled. Students who have access to the LMS only have access to the course(s) for which they are registered.

Students are responsible for complying with college and district regulations related to authentication & academic honesty. Board Policies 5512 (Student Conduct and Due Process) and 2311 (Computer Use) addresses issues related to authentication & academic honesty. Unauthorized activities include, but shall not be limited to, the following examples: use of passwords or accounts of another user and/or misrepresentation of oneself, allowing someone else access to your secure online classroom to complete assignments or portions of assignments, or using unauthorized materials or concealed information during an exam.

On the instructional level, faculty are advised to include a statement on academic integrity on their syllabus and discuss it early in their course(s). Faculty are also advised to develop and employ various instructional strategies and technologies to promote student verification of student identity. Those include, but are not limited to, use of multiple assessment techniques in place of high stakes exams, greater reliance on written assignments and threaded discussions, use of randomized text banks & timed test delivery, in-person writing samples, and proctored exams.

Approved: February 18, 2014
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