Oxnard College Academic Senate Agenda

February 23, 2016   2:00 pm.   LLRC

I.   Call to order
II.   Welcoming of Guests (Dr. Duran will be at the meeting)
III.   Approval of Minutes – February 9, 2015
IV.   Announcements and Informational Items
V.   Treasurer's Report
VI.   President's Report (Changes in calendar; DTRW-I/DTRW-SS; DCAP; Accreditation)
VII.   Committee Reports (Campus Committees, AFT)
VIII.   Election Committee Business
        a.   Formation of Committee
        b.   Opening of Nominations
        c.   Election Timetable
IX.   Other Action items
        a.   DE Policy (Consent Calendar unless moved otherwise)
X.   Accreditation
XI.   Adjournment

Please see our website at www.oxnardcollege.edu for more information on what Academic Senate is, what it does – and how you can be involved.

Book   VCCCD Board Policy Manual
Section   Chapter 4 Academic Affairs
Title   BP 4105 DISTANCE EDUCATION
Number   BP 4105
Status   PROPOSED
Legal

The Chancellor will establish procedures that ensure ~~distance education~~ courses, training, and activities offered through distance education comply with applicable regulations and are consistent with District colleges' missions and goals.

See Administrative Procedure 4105.

Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4105 Distance Education
Number	AP 4105
Status	PROPOSED
Legal	Title 5 Section 55200 et seq.
	42 U.S. Code Sections 12100 et seq.
	29 U.S. Code Section 794d
	ACCJC Guide to Evaluating Distance Education and Correspondence Education
	U.S. Department of Education reglations on the integrity of Federal Student Financial Aid
	Programs under Title IV of the Higher Education Act of 1965, as amended
	34 Code of Federal regulations part 600

Definition

Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology. This definition includes both hybrid and fully online courses.

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 instruction in a course replaces face-to-face time, or if an entire section of a course, 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 Administrative Procedure 4020, 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 Curriculum Committee (CC) will certify the following:

A. Course quality standards: The same standards of course quality are applied to distance education courses as are applied to traditional classroom courses.
B. Course quality determinations: Determinations and judgments about the quality of distance education courses are made in accordance with all CC course- approval criteria and procedures.
C. Instructor contact: Each section of a course that is offered through distance education will include regular effective contact between instructor and students. Distance Education includes the following specifications of instructor/student contact:

1. Instructor-initiated interaction: In hybrid or fully online courses, ensuring regular effective instructor/student contact guarantees 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.

In a face-to-face instructional format, instructors are present at each class meeting and interact via class announcements, lectures, activities, and discussions, which take a variety of forms. In hybrid and online instructional formats, instructors will regularly initiate interaction with students to assess if they are doing all of the following:

   a) Accessing and comprehending course material
   b) Participating regularly in course activities

Faculty office hours are not included as fulfilling the regular effective contact requirement and are a separate requirement. Providing students with an open-ended question forum, although appropriate, does not constitute the entirety of effective instructor-initiated interaction.

Instructor-initiated interaction will create an environment of academic integrity that discourages fraud in the form of student misrepresentation and constitutes a means for the following:

   a) Monitoring satisfactory progress, defined as earning grades consistent with a final course grade of a "C" or "Pass"
   b) Tracking student attendance
   c) Determining the last day of attendance for students who drop the course via the following methods:
      • Prior to the first census date, the instructor will initiate an activity that requires student participation
      • The instructor will include various robust assessments and assignments on a frequent basis throughout the semester

2. Frequency of interaction: Distance education courses are considered the virtual equivalent of traditional classroom courses; thus, the frequency of instructor/student interaction in a distance education course will be at least the same as would be established in its face-to-face counterpart. At the very least, the number of instructor contact hours per week that would be available for face-to-face students will also be available, in asynchronous and/or synchronous mode, with students in the distance education format (based on the Carnegie unit). Given the nature of asynchronous instructional methodologies, contact shall be distributed in a manner that ensures regular instructor/student contact is maintained over the course of a week and the duration of the term and should occur as often as is appropriate for the course.

3. Establishing expectations and managing unexpected instructor absence: An instructor- and/or department-established policy describing the frequency and timeliness of instructor-initiated contact and instructor feedback will be posted in the syllabus and/or other course documents made available to students when the course officially opens each semester. This information will also refer students to the section in the college catalog on student rights and responsibilities.

During the course, instructors will notify students when they must be out of contact beyond what is described in the course documents as mentioned above. This notification will include when students can expect regular effective contact to resume. If the offline time results in a lengthy absence (e.g., more than three or four instructional days, excluding holidays and weekends), the instructor will file an absence report so that a substitute instructor may be secured per college policies to assist students while the instructor is unavailable. It is the instructor's responsibility to evaluate and determine whether the length of the anticipated absence in regular
effective contact will exceed three or four instructional days (excluding holidays and weekends) and, if so, to notify the department chair of the need for a substitute.

4. Quality of contact: Regarding the type of contact that will exist in all Ventura distance education courses, instructors will use a variety of means to initiate contact with students, such as the following:

   a) Threaded discussion forums (with appropriate instructor participation)
   b) "Questions for the instructor" forums
   c) General email
   d) Weekly announcements
   e) Timely and frequent feedback for student work
   f) Instructor-prepared electronic lectures or introductions in the form of electronic lectures to any publisher-created materials (written, recorded, broadcast, etc.) that, combined with other course materials, create the virtual equivalent of the face-to-face class.

In addition, instructors shall enable effective instructor/student interaction in distance education courses by doing all of the following:

   a) Allocating sufficient hours per week for contact. This may include informing students of the option to meet on a face-to-face basis or via web conferencing or via telephone.
   b) Conducting student/instructor interaction with similar care and attention to students as that which occurs during face-to-face office hours and meetings.
   c) Responding to student emails, postings, phone calls, etc., in a timely manner.
   d) Duration of approval: All distance education courses approved under this procedure will continue to be in effect unless substantive changes are made to their official course outlines of record.

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 Chief Instructional Officer shall ensure the institution utilizes one or more of these methods to authenticate or verify student identity:

A. Secure login and password to enable authenticated access to student information and course management system
B. Proctored examinations.
C. New or other technologies and practices that are effective in verifying student identification.

Student Support Services

The colleges will assure that distance learners have reasonable access to student support services that are comparable to those services provided to on-campus learners.