Principles of Good Practice for Effective Online Instruction Worksheet

ECC DE Program Webinar

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Schedule

- Welcome
- Webinar Purpose/Goal
- Recent Developments in Distance Ed
- El Camino's bi-annual Technical Review using Good Practice Online Worksheet
- Questions

ACCJC DE Definition June 2011

- **Distance Education means [34 CFR §602.3]:**
- Education that uses one or more of the technologies listed in paragraphs (1) through (4) to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include:

- (1) the internet;

- (2) one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;

- (3) audioconferencing; or

- (4) video cassettes, DVDs, and CD-ROMs, if the cassettes, DVDs, or CD-ROMs are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3).

ACCJC Correspondence Definition
June 2011

- **Correspondence education means [34 CFR §602.3]:**

- (1) education provided through one or more courses by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor.

- (2) interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student.

- (3) correspondence courses are typically self-paced.

- (4) correspondence education is not distance education.

Title 5: Regular Effective Contact

55204. Instructor Contact.

In addition to the requirements of section 55002 and any locally established requirements applicable to all courses, district governing boards shall ensure that:

(a) *Any portion of a course conducted through distance education includes regular effective contact between instructor and students, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, correspondence, voice mail, e-mail, or other activities.* *Regular effective contact is an academic and professional matter pursuant to sections 53200 et seq.*

REGULAR EFFECTIVE CONTACT

Subdivision (a) stresses the responsibility of the instructor in a DE course to initiate regular contact with enrolled students to verify their participation and performance status. The use of the term "regular effective contact" in this context suggests that students should have frequent opportunities to ask questions and receive answers from the instructor of record.

The last published Distance Education Guidelines, March 2004, issued by the Chancellor pursuant to section 409 of the Procedures and Standing Orders of the Board of Governors, as referenced in subdivision (b), establishes the principle that for DE courses there are a number of acceptable interactions between instructor and student, not all of which may require in-person contact. Thus, districts and/or colleges will need to define "effective contact" including how often, and in what manner instructor-student interaction is achieved. It is important to document regular effective contact and how it is achieved. Since regular effective contact was declared an academic and professional matter, this documentation must include demonstration of collegial consultation with the academic senate, for example through its delegation to the local curriculum committee.

El Camino Policy (DEAC) 5/18/10

3.Regular effective contact shall be defined as weekly communication/interaction between student and teacher through group or individual meetings, orientation and review sessions, threaded discussion forums, supplemental seminar or study sessions, field trips, library workshops, telephone contact, correspondence, voice mail, e-mail, or other activities. The number of instructor contact hours per week that would be available for face to face students, will also be available to students in DE courses.

4.Instructors will regularly initiate interaction with students to determine that they are accessing and comprehending course material and that they are participating regularly in the activities in the course. Following are some examples of how this contact may occur using current technology:

- •Real-Time Chat: Real-time interactive discussions between teacher and students.
- •Email: Individual conferences, questions, clarification of assignments, submission of assignments and other communications.
- •Listserve: Online discussions between students and faculty.
- •Telephone: Arrange regularly scheduled hours convenient for students to contact faculty to ask questions and clarify assignments.

ECC Policy Cont.

5. A policy describing the frequency and timeliness of instructor initiated contact and instructor feedback will be posted in the syllabus and/or other course documents that are made available for students when the course officially begins. A copy of this information shall be submitted to the Division and Distance Education office.

Mt. San Jacinto College

MSJC Policy:

All DE courses at MSJC, whether hybrid or fully online will include regular effective contact as described below:

☐ **Initiated interaction: Instructors will regularly initiate interaction with students to determine that they are accessing and comprehending course material and that they are participating regularly in the activities in the course. Providing students with an open-ended question forum, although appropriate, does not constitute the entirety of effective instructor initiated interaction.**

MSJC Policy Cont.

Frequency: DE Courses are considered the "virtual equivalent" to face-to-face courses. Therefore, the frequency of the contact will be at least the same as would be established in a regular, face-to-face course. 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 DE format (based on the Carnegie unit). Given the nature of asynchronous instructional methodologies, contact shall be distributed in a manner that will ensure that regular contact is maintained over the course of a week and should occur as often as is appropriate for the course.

Type of Contact: Regarding the type of contact that **will exist in all MSJC DE courses**, **instructors will, at a minimum, use the following resources to initiate contact with students:**

• Threaded discussion forums within the course management system, with appropriate instructor participation. ("Questions for the instructor" forums are good but should be used in conjunction with other forums.)

• General email

• Weekly announcements in the Course Management System

• Timely feedback for student work.

• Instructor prepared e-lectures or introductions in the form of e-lectures to any publisher created materials (written, recorded, broadcast, etc.) that, combined with other course materials, creates the "virtual equivalent" of the face-to-face class.

MSJC Policy Cont.

- **Suggestions:**

- Instructors should also choose to use other forms of communication, as mentioned in section 55204 of Title 5. *("…through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, correspondence, voice mail. e-mail, or other activities.") and/or CCCConfer, video conference, pod cast, or other synchronous technologies may also be included. CCCConfer is a web conferencing tool that is free to the California Community College System. http://www.cccconfer.org*

MSJC Policy Cont.

- It is suggested that Instructors should have a threaded discussion that is set aside for general questions about the course and may wish to have weekly or other timely, question and answer sessions available to students. This may also be accomplished through virtual office hours.

Summary

- Regular Effective Contact required by State (Title 5) & Accrediting Commission For Community and Junior Colleges.

- Must be regular, faculty initiated, and a substantial part of DE course.

- Policy must be posted in syllabus

- Many tools available.

Authentication (HEA of 2008)

- Federal mandate.
- Institutional processes for Student Verification or identity.
- Examples of Processes & Practices
- Require all online classes to use the College LMS
- Require all DE classes to have one proctored assessment
- Add statement to LMS log-in page, plagiarism detection software, etc.

Examples of Processes & Practices

- Secure log-in and password

- Proctored exams

- Monitoring regular and effective engagement between student and instructor

- LMS that tracks when instructor and students are online and follows their experiences (regular and substantial interaction.

Part II

- El Camino's Online Course Technical Review using Good Practice Online Worksheet.

- Every two years.

- Faculty self review using worksheet.

- DE Office review of worksheet – Guest Access

- Work with faculty to improve any deficiencies

- Submit to Division Dean for Review

QUESTIONS

THANKS

For Your Participation