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El Camino College recognizes the importance of educating individuals who will serve the local, state, national, and international communities. The College's associate degree requirements lead students through patterns of learning experiences designed to develop the following competencies through general education and sufficient depth in a specific field of knowledge:

- *Content Knowledge*
- *Critical, Creative, and Analytical Thinking*
- *Communication and Comprehension*
- *Professional and Personal Growth*
- *Community and Collaboration*
- *Information and Technology Literacy*

In emphasizing these core competencies, the College strives to stimulate greater individual knowledge and creativity, personal and social responsibility, and technological awareness.

El Camino College recognizes the need to provide a multi-dimensional, multicultural, and integrative general education curriculum as the core of the associate degree. With this objective in mind, El Camino College pledges to promote these core competencies. General education curriculum will enhance understanding of the scientific method and the relationships between science and other human activities. It will also provide instruction in methods of inquiry regarding human behavior, societal and social group operations, and world arts and cultures

The Superintendent/President shall, in consultation with the appropriate groups, develop and submit to the Board for approval procedures to assure that courses used to fulfill general education and associate degree requirements meet the standards used in this policy.

Approved by the College Curriculum Committee: March 27, 2001

Approved by the Academic Senate: May 15, 2001

Reference:

Title 5, Section 55061

Accreditation Standard II.A.3

Replaces Board Policy 6121

Adopted: 4/15/02

Ed.Policies revisions: 9/17/12; 11/13/12

Dean's Council: 10/4/12

**VERSION PASSED BY THE SENATE ON 3/20/12**  
(This version did not make it through the consultation process)

**BP4025                      Philosophy for Associate Degree & General Education**

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El Camino College recognizes the need to provide a multi-dimensional, multicultural, and integrative general education curriculum as the core of the associate degree. With this objective in mind, El Camino College pledges to promote these core competencies. General education curriculum will enhance understanding of the scientific method and the relationships between science and other human activities. It will also provide instruction in methods of inquiry regarding human behavior, how societies and social groups operate, and world arts and cultures

The President/Superintendent shall establish procedures to assure that courses used to meet general education and associate degree requirements meet the standards used in this policy. These procedures are developed through a collegial consultation process of mutual agreement between the Academic Senate and the designee of the President/Superintendent, the Vice President of Academic Affairs.

References:

Title 5 Section 55061

Accreditation Standard II.A.3



Senate: voted approval 3/20/12

This is the current, existing policy.

## **Board Policy 4025**

## **Philosophy for Associate Degree & General Education**

El Camino College recognizes the importance of the individual to the local, state, national, and international communities. The College, through the awarding of an associate degree, strives to create an environment which stimulates greater individual creativity and achievement, personal and social responsibility, as well as ethical and technological awareness. The degree requirements lead students through patterns of learning experiences designed to develop certain capabilities and insights through general education and sufficient depth in a specific field of knowledge.

El Camino College recognizes the need to provide a multi-dimensional, multicultural, and integrative general education curriculum as the core of the associate degree. With this objective in mind, El Camino College pledges to develop and maintain a general education curriculum that promotes critical thinking and analytical skills, clear and precise expression, cultural and artistic sensitivity, personal growth, health and self-understanding. General education curriculum will enhance appreciation and understanding of the scientific method and the relationships between science and other human activities. It will also develop an understanding of methods of inquiry regarding human behavior, foster an appreciation of how societies and social groups operate, and develop awareness of the ways people throughout the ages have responded to themselves and the world around them in artistic and cultural creations.

Approved by the College Curriculum Committee: March 27, 2001

Approved by the Academic Senate: May 15, 2001

Reference:

Title 5, Section 55805

Replaces Board Policy 6121

El Camino College

Policy

Adopted: 4/15/02

# *Draft* El Camino College Distance Education Instructor Contact Guidelines

***“Instructor-student contact is at the very heart of all college courses.”***

*(Guidelines for Good Practice: Effective Instructor- Student Contact in Distance Learning,*

*The Academic Senate for the California Community Colleges, p3, 1999)*

To ensure a quality educational experience for students enrolled in Distance Education courses and to meet the requirements of Title 5 guidelines for “Instructor Contact”, the following standards will apply:

1. The same standards of course quality shall be applied to distance education as are applied to traditional classroom courses.
2. All approved courses offered as distance education shall include regular effective contact between instructor and students.
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.
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.
6. Students enrolling in online courses must use their MyECC Email account to contact the instructor and complete any requirements by the end of the first week (Sunday) of the semester or they may be dropped from the roster and their place may be given to a waiting student. This email contact does not eliminate the obligation to attend required face-to-face meetings on campus.

(DEAC 3-20-08, 5-18-10)

# El Camino College

## Classroom Visitation Protocol for Online Courses

**Background:** It is common practice for administrators to visit on-ground classes occasionally to offer support to instructors as well as to observe students in class settings on campus and to stay connected to the actual practice of instruction. Instructional Administrators also have the responsibility to ensure that classes are meeting as posted in the schedule of classes and that the administrator visits as on-ground class in session, the instructor is present in the room and aware of the visitation. It is appropriate to assume that the same situation should exist during visitations in the virtual classroom. Because it is possible for administrators to observe an online course without the instructor's knowledge, the following protocol has been prepared and will be followed by El Camino College instructional administrators.

**This is not formal evaluation.** Visitation of online courses by administrators may occur for the purposes listed below. The course instructor will be notified in a timely fashion via email and/or phone prior to the visitation.

### Visitation of online courses may occur:

1. To ensure that the course is appropriately available to students in the course management system.
2. To ensure that regular effective contact is taking place according to the established *ECC Regular Effective Contact Policy* (see attached.) and compliance with *Section 508* of the Federal Rehabilitation Act (accessibility for disabled students).
3. In response to a request from the instructor in the course. (Questionable student conduct, technical problems, course development review and recommendations.)
4. In response to student complaints about the instructor, the course, or the course management system infrastructure.

At the conclusion of the visitation the Dean or designee will contact the instructor and share any recommendations or comments.