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 as 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.