

Distance Education – Online Courses

Reference: Education Code, Sections 67310, 76365, and 84850;
Title 5 Sections 55200 et seq., 56000 et seq., and 59400 et seq.

Definition of Distance Education: Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology.

Definition of Online Courses: All instruction occurs online. Some instructors may require on-campus attendance for orientation, test taking, or to satisfy other course requirements. Access to e-mail and the Internet is required. Students may be required to complete work using e-mail, chat rooms, discussion boards, and other instructional tools.

Course Approval: Each proposed or existing course offered via online instruction 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 online instruction.

The review and approval of new and existing online courses shall follow the curriculum approval procedures outlined in Administrative Procedures 4020, Program and Curriculum Development. Online courses shall be approved using the same criteria as all other courses.

Curriculum Committee Certifications: When approving online courses, the Superintendent/President or designee will certify the following:

- **Course Quality Standards:** The same standards of course quality are applied to the online courses as are applied to traditional classroom courses.
- **Course Quality Determinations:** Determinations and judgments about the quality of the online course were made with the full involvement of the collegial governance approval procedures (BP/AP 2510).
- **Professor Contact:** Each section of the course that is delivered through online instruction will include regular effective contact between Professor and students.
- **Faculty Certification:** Faculty teaching online courses are certified to do so and are provided ongoing training.
- **Student Skills and Competencies:** The course allows the instructor to assess whether the students have the skills and competencies necessary to succeed in an online course.

Accessibility Standards: Electronic course materials, e-textbooks, websites, and course packs must be accessible to individuals with disabilities. Tests and examinations must be available without charge. E-textbooks must be downloadable or printable.

Online courses shall be accessed only via the College's website or course management system. Students will gain this access through a secure log-in and password system, verifying the identity of the students participating in the course.

Faculty are required to give read-only access of their course materials, textbooks, websites, and course packs to the Instruction Office.

All online courses approved under this procedure will continue to be in effect unless there are substantive changes to the course outline.

9/7/10 College Council Approval
10/26/10 Board Information Item