

Palomar College Instructor/Student Contact Policy for Distance Learning Courses

Background:

In hybrid or fully online courses, ensuring regular effective contact guarantees that 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 course the instructor is present at each class meeting and interacts via all class announcements, lectures, activities and discussions that take a variety of forms. For example, discussions can be held as part of a lecture format, group work scenarios, or content review sessions. The instructor also serves as a content advisor when he or she answers questions both as they come up in class and as they arise in individual situations. These types of questions are dealt with via the telephone, email, or face-to-face office visits.

Title 5 regulations do not make a distinction between regular and distance education courses beyond the need to have a separate curriculum approval process and the need to ensure regular effective contact. Therefore, it is assumed that those qualities of regular effective contact described above for the face-to-face environment should also be applied to the distance education situation. The distance education guidelines require colleges to develop a policy regarding regular effective contact that addresses "the type and frequency of interaction appropriate to each distance education course/section or session".

Palomar College Policy:

All distance education courses at Palomar College, whether hybrid or fully online will include regular effective contact as described below:

1. **Initiated interaction and frequency of contact:** 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. Distance education courses are considered the "virtual equivalent" of 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 distance education format. Contact shall be distributed in a manner that will ensure that regular contact is maintained, given the nature of asynchronous instructional methodologies, over the course of a week and should occur as often as is appropriate for the course.
2. **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 that are made available for students when the course officially opens each semester. If the instructor must be out of contact briefly for an unexpected reason (such as illness or a family emergency that takes the instructor

Recommended by the Distance Learning Subcommittee 11/10/09

Adapted from Mt. San Jacinto College

Approved by Curriculum Committee, 11/18/09

Approved by Faculty Senate, 11/30/09

Effective 2010-2011 Academic Year

Palomar College Instructor/Student Contact Policy for Distance Learning Courses

offline), notification to students will be made in the announcements area of the course that includes when the students can expect regular effective contact to resume. If the offline time results in a lengthy absence (a week or more), a substitute instructor should be sought who can assist students while the instructor is unavailable.

3. **Type of Contact:** Regarding the type of contact that will exist in all Palomar College distance learning courses, instructors will, at a minimum, use three or more of the following resources to maintain contact with students:
 - a. Website announcements
 - b. Participation in a threaded discussion board
 - c. Participation in an open-ended discussion board
 - d. Opportunity for questions and answers in a chat room
 - e. Email contact
 - f. Participation in online group collaboration projects
 - g. Face-to-face information meetings (e.g., review sessions)
 - h. Face-to-face formal meetings (e.g., regular, scheduled class sessions)
 - i. Teacher response to student work in progress
 - j. Regular podcasts
 - k. Voice enable messages (e.g., Voice Boards or voice email)
 - l. Synchronous virtual meetings
 - m. Other

Recommended changes to CurricUNET questions regarding distance learning under development

1. Change the selection that reads “Regular effective communication between instructor and students.” To “Weekly contact with student through some combination of the following: (choose three or more)” with the following options:
 - a. Website announcements
 - b. Participation in a threaded discussion board
 - c. Participation in an open-ended discussion board
 - d. Opportunity for questions and answers in a chat room
 - e. Email contact – prompt response to student emails (within seventy-two hours excluding district holidays)
 - f. Participation in online group collaboration projects
 - g. Face-to-face informal meetings (e.g., review sessions)
 - h. Face-to-face formal meetings (e.g., regular, scheduled class sessions)
 - i. Teacher response to student work in progress
 - j. Regular podcasts
 - k. Voice enabled messages (e.g., Voice Boards or voice email)
 - l. Synchronous virtual meetings
 - m. Other
1. Mandatory input section if selected

Palomar College Instructor/Student Contact Policy for Distance Learning Courses

2. Add sections:
 - a. "Method(s) of instructor availability will be clearly defined." (check box)
 - b. "Course orientation materials will be provided." (check box)

3. For the section that reads "How will test security be ensured?" add "check all that apply."
And add the following options:
 - a. Testing limitations (time limits, randomization, etc.) will be set on exams.
 - b. Exams will be password protected.
 - c. Exams will be proctored in a supervised environment.
 - d. Exams will be taken in the presence of an instructor.
 - e. Other
 1. Mandatory input section if selected

4. For the section that reads "How will academic integrity be ensured?" add "check all that apply." And add the following options:
 - a. Palomar college academic integrity standards will be provided.
 - b. Students will be required to sign academic integrity forms.
 - c. Anti-plagiarism software will be used.
 - d. Other
 1. Mandatory input section if selected

Changes to distance learning subcommittee check sheet

1. Change "number of orientations" to "orientation materials will be provided"
2. Change "office hours" to "methods of instructor availability defined"
3. Eliminate "number of face-to-face meetings?"
4. Eliminate "enrollment class size determined?"