

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 4
Academic Affairs

AR 4105 Distance Education

Reference(s):

Education Code Sections 66700 and 70901 et seq.;

Title 5 Sections 55002.5, 55200 et seq., and 55260 et seq.;

34 Code of Federal Regulations Part 602.17 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended)

ACCJC Accreditation Standard H.A.42

The Rancho Santiago Community College District supports distance education as part of the Colleges' mission and with approval from the Curriculum and Instruction Councils. Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology.

Distance education means education that uses one or more of the technologies listed below to deliver instruction to students who are separated from the instructor(s) and to support regular and substantive interaction between the students and instructor(s) either synchronously or asynchronously. Technologies that may be used to offer distance education 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) audio conference, (4) other media used in a course in conjunction with any of the technologies listed in this definition. Distance education does not include correspondence courses.

Courses fitting the distance education definition will ensure Regular and Substantive Interaction in the following ways:

Regular interaction: Interaction between a student and instructor(s) is ensured by, prior to the student's completion of a course or competency: (1) providing the opportunity for substantive interactions with the student on a predictable and scheduled basis commensurate with the length of time and the amount of content in the course or competency and (2) monitoring the student's academic engagement and success and ensuring that an instructor is responsible for promptly and proactively engaging in substantive interaction with the student when needed on the basis of such monitoring, or upon request by the student.

Substantive interaction: Engaging students in teaching, learning, and assessment, consistent with the content under discussion, and also includes at least two of the following: (1) providing direct instruction, (2) assessing or providing feedback on a student's coursework, (3) providing

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information or responding to questions about the content of a course or competency, (4) facilitating a group discussion regarding the content of a course or competency, or (5) other instructional activities approved by the District's or program's accrediting agency.

Distance Education Course Approval

Courses offered through distance education shall have an addendum to the course outline of record which shall be approved separately. The review and approval of new and existing distance education addendums shall follow the curriculum approval procedures outlined in Administrative Procedures 4020, Program and Curriculum Development.

When approving distance education addendums, the Curriculum and Instruction Council will certify the following:

Course Quality Standards: ~~The~~ The same standards of course quality are applied to the distance education instruction as are applied to ~~traditional classroom courses in-~~ person classes.

Course Quality Determinations: ~~Determinations~~ Determinations and judgments about the quality of the distance education instruction were made with the full involvement of the Curriculum and Instruction Council approval procedures.

Course Outline of Record or Addendum to Course Outline: The course outline of record or an addendum to the official course outline of record for any new or existing course provided through distance or correspondence education must address the following:

- How course outcomes will be achieved in a distance education mode;
- How the portion of instruction delivered via distance education meets the requirement for regular and substantive interaction; and,
- The course design and all course materials must be accessible to every student, including students with disabilities.

Duration of Approval: ~~All~~ All distance education addendums approved under this procedure will become effective immediately following approval by the Curriculum and Instructional Council. This approval will continue to be in effect unless there are substantive changes of the course outline.

Consistent with federal regulations pertaining to federal financial aid eligibility, the District must authenticate or verify that the student who registers in a distance education or correspondence education course section is the same student who participates in and completes the course or program and receives the academic credit. The District will provide to each student at the time of registration, a statement of the process in place to protect student privacy. The Vice President of Academic Affairs shall establish procedures for providing a statement of the process in place to protect student privacy.

The Vice President of Academic Affairs shall utilize one or more of these methods to authenticate or verify the student's identity:

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- secure credentialing/login and password;
- proctored examinations; or
- new or other technologies and practices that are effective in verifying student identification.

Adopted: September 17, 2018

Revised: November XX, 2024