

4037. ADMINISTRATIVE REGULATIONS ON DISTANCE EDUCATION

4037.1 Responsibilities

The Vice President of Academic Affairs shall be responsible for the overall coordination and implementation of these regulations relating to orderly administration of distance education.

4037.2 Definitions

Distance education, also known as online learning, means instruction in which the instructor and student are separated by time and/or distance and interact through the assistance of technology.

4037.3 Distance Education Regulations

A. Distance Education Quality Standards and Determinations

1. Course Quality Standards: The same standards of course quality and emphasis on equitable student learning shall be applied to any portion of a class conducted through distance education as are applied to in-person classes. Online course content must adhere to the standards set in the Course Outline of Record.
2. Course Quality Determinations: Determinations and judgments about the quality of distance education courses are made using the Curriculum Committee approval procedures.

B. Course Approval

1. Each proposed or existing course offered by distance education 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 distance education. The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in LBCC AR 4005 Curriculum and Instruction. Distance education courses shall be approved under the same conditions and criteria as all other courses.
2. If any portion of the instruction in a new or existing course is to be provided through distance education, an addendum to the official course outline of record shall be required. The addendum shall be separately approved according to the district's adopted curriculum approval procedures. In addition to addressing how course outcomes

will be achieved in a distance education mode, the addendum shall at a minimum specify how the portion of instruction delivered via distance education meets:

- (a) Regular and effective contact between instructors and students and among students
 - (b) Requirements of the Americans with Disabilities Act (ADA) and Section 508 of the Rehabilitation Act of 1973.
- 3. All distance education courses approved under this procedure will continue to be in effect unless there are substantive changes to the course outline, or if the department inactivates the distance education approval.
 - 4. During the course routine review process, any distance education approvals associated with the course will also be reviewed and, if necessary, updated.

C. Instruction

- 1. All distance education instruction, synchronous or asynchronous, shall occur through the college's learning management system. All distance education classes must adhere to the minimum Learning Management System standards determined by the Committee on Curriculum and Instruction.
- 2. Any portion of a course conducted through distance education includes regular effective contact between instructor and students, and among students, either synchronously or asynchronously, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, voice mail, email, web conferencing, or other activities.
- 3. Instructors of distance education shall be prepared to teach in a distance education delivery method consistent with local district policies and negotiated agreements. All faculty teaching online are responsible for completing required training sessions and must be certified by Online Learning and Educational Technology (OLET) before teaching a distance learning course. Training at another facility may be used as basis for a certification waiver, provided the standards are the same as those established by the college.

4. The number of students assigned to any one course section offered by distance education shall be determined by and be consistent with the established course outline of record.
5. Instructor Contact: Each section of the course that is delivered through distance education will include regular, effective contact between instructor and students, as well as among students, either synchronously or asynchronously.
6. Instructors are encouraged to educate students about opportunities provided by the college to prepare students to succeed in distance education courses, such as student success training modules.

D. District Responsibilities

1. If the District offers one or more courses or course sections in which instruction is provided through distance education for at least 51 percent of the hours of instruction in the course or course section, the district shall:
 - (a) maintain records and report data through the Chancellor's Office Management Information System on the number of students and faculty participating in new courses or sections of established courses offered through distance education;
 - (b) provide to the local governing board, no later than August 31st of each year, a report on all distance education activity;
 - (c) provide other information consistent with reporting guidelines developed by the Chancellor pursuant to section 409 of the Procedures and Standing Orders of the Board of Governors.
2. 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 is the same student who participates in and completes the course or program and receives the academic credit. The District will provide each student at the time of registration, a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any. Long Beach Community College District utilizes secure credentialing/login and password to verify the student's identity.

Adopted: December 21, 2020