

DISTANCE AND CORRESPONDENCE EDUCATION

Student Authenticity and Privacy

To ensure the integrity of the Distance and Correspondence Education offerings and comply with federal regulations (34 CFR Section 602.17g) and ACCJC policies, each college will ensure student authentication to Distance and Correspondence Education classes using the unique student ID and password issued by the Contra Costa Community College District as part of the enrollment process. Required use of the student ID and password serves as a means to validate that the student who is registered for any distance education or correspondence course is the same student who academically engages in the course or program. The District and the colleges will, at all times, work to ensure that each student's password is protected against public disclosure. Students shall be notified about steps to take in order to request the issuance of a new password should they believe that their existing password has been compromised.

The District will make available to each student, at the time of registration, a statement of the process in place to ensure student privacy.

Definitions per Federal Regulations

Distance Education [34 CFR Section 602.3]:

Education that uses one or more of the technologies listed in paragraphs (1) through (4) to deliver instruction to students who are separated from the instructor or instructors and to support regular and substantive interaction between the students and the instructor or instructors either synchronously or asynchronously.

The technologies may 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; or
4. other media used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3) of this definition.

For purposes of this definition, an instructor is an individual responsible for delivering course content and who meets the qualifications for instruction established by an institution's accrediting agency.

For purposes of this definition, substantive interaction is 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 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 institution's or program's accrediting agency.

An institution ensures regular interaction between a student and an instructor or instructors 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.

Correspondence course [34 CFR Section 602.3]:

1. a course provided by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructors;
2. interaction between instructors and students in a correspondence course is limited, is not regular and substantive, and is primarily initiated by the student;
3. if a course is part correspondence and part residential training, the U.S. Department of Education considers the course to be a correspondence course;
4. a correspondence course is not distance education.

Course Review and Approval

If any portion of the instruction in a new or existing course is to be provided through distance education, the course outline of record or an addendum to the official course outline of record shall address how course outcomes will be achieved in a distance education mode and how the portion of instruction delivered via distance education meets the requirement for regular and substantive interaction. The use of a learning management system does not necessitate separate approval.

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Curriculum and Instruction Procedure 4008, Review, Establishment, Modification and Discontinuance of Courses and Programs. The distance education course outline of record or addendum shall be approved under the same conditions and criteria as all other courses and must be in compliance with the Americans with Disabilities Act and Section 508 of the Rehabilitation Act of 1973. The course design and all course materials must be accessible to every student, including students with disabilities.

Instructor Preparation to Teach Distance Education. Instructors of distance education shall be prepared to teach in a distance education delivery method consistent with district policies and negotiated agreements.

Certification

When approving distance education courses, the college curriculum/instruction committee will certify the following:

Course Quality Standards – The same standards of course quality are applied to the distance education courses as are applied to traditional classroom courses.

Course Quality Determinations – Determinations and judgments about the quality of the distance education course are made with the full involvement of the college curriculum/instruction committee and followed the adopted course approval procedures.

Instructor Contact – Each section of the course that is delivered through distance education will include regular substantive interaction between instructor and students, and among students, if described in the course outline of record or distance education addendum.

Duration of Approval – All distance education courses approved under this procedure will continue to be in effect unless there are substantive changes to the course outline.

Code of Federal Regulations, Title 34, Sections 602.17g and 602.3
California Code of Regulations, Title 5 Sections 55200 and following