

Academic Senate – APPROVED November 5, 2020

AP 4105 Distance Education

References:

Title 5 Sections 53200, 55202, 55204, 55206, 55370 et seq.; Distance Education Guidelines, 2011 Omnibus Version (CCCCO), Code of Federal Regulations, Title 34, Education Section 602, Americans with Disabilities Act and Section 508 of the Rehabilitation Act, and the Higher Education Opportunity Act (HEOA) of 2008

Definition

A distance education (DE) course is a course that has regularly scheduled replacement of seat time and is published accordingly in the Victor Valley College (VVC) Schedule. Distance education is hereby defined as instruction in which the professor and student are separated by distance and interact through the assistance of communication technology. Distance education courses include online courses and hybrid courses. For local purposes, the following terms are used: online, hybrid, and traditional courses. Online courses have no required on-campus meetings. Hybrid courses require at least one on- or off- campus event attendance. Traditional courses have no seat time replaced with online tasks. 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.

Course Approval

Distance education courses shall contain the same content, rigor, and course quality as traditional courses and must meet all state and federal requirements. Each proposed or existing course offered through distance education shall be reviewed and approved separately by the Curriculum Committee. Separate approval is mandatory, according to Title 5, Sections 55378

Academic Senate – APPROVED November 5, 2020

and 55206, if any portion of the instruction in a course or a course section is designed to be replaced through distance education. The review and approval of new and existing distance education courses shall follow curriculum approval procedures including the completion and approval of the Course Outline of Record (COR) for the traditional course and a Distance Education addendum.

Review Process for Course Approval

All distance education addendums approved under this procedure will continue to be in effect unless there are changes to the traditional Course Outline of Record or the DE addendum is deleted. Departments shall review DE addendums when traditional courses are modified or submitted for a two-year or five-year review.

Authentication

Consistent with federal regulations pertaining to federal financial aid eligibility, the District must authenticate or verify that the student who registers in distance education 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 and estimated additional student charges associated with verification of student identity, if any.

The Chief Instructional Officer shall utilize one or more of these methods to authenticate or verify the student's identity:

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