

Administrative Procedure
Chapter 4 – Academic Affairs

AP 4105 DISTANCE EDUCATION

References:

Title 5 Sections 55200 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 II.A.1
ACCJC Policy on Distance Education and on Correspondence Education

Responsibilities

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

Definitions

- A. **Distance Education (DE)** also known as online learning, means instruction in which the instructor and student are separated by time and/or distance and interact through the assese Tw 0 -1e20(())0.5 (E-22 (n)6og)6 (epar.(a)7.5 (t)34.5 20n)6

substantive interaction with the student when needed on the basis of such monitoring or upon request by the student.

C. **Substantive Interaction:** Engaging students in teaching, learning, and assessment, 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.

Distan5 (eas)6 (t)4.5 (a)()TEMC.5 -1.1 .6(s(g)0.f)3 ()6(ou)0tivT6ICID 10 x(c)6y)6 3(i)-2 (tTd()TE

- (a) Regular and substantive interaction 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.
 5. Courses will have clearly defined and appropriate student learning outcomes for all courses and programs, including those delivered through distance education or correspondence education.

C. Instruction

1. All distance education instruction, synchronous or asynchronous, shall occur through the college's learning management system. All distance education

5. Instructors are encouraged to use equity-minded practices and inform students about academic and student support services available to them that are comparable to those provided to on-campus learners.
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.

7. **Examples of regular substantive interaction practices in distance education.**

Instructor-initiated Interactions: The instructor serves as both a provider of instruction and as a facilitator of student learning. Ensuring regular substantive instructor/student contact guarantees that the student has the opportunity to benefit from the instructor's presence in the learning environment.

- a. **Types of interaction:** Instructors will use a variety of means to initiate regular and substantive interaction with students, including several from among the following:
 - i.

An instructor-established policy describing the frequency and timeliness of instructor-initiated contact and instructor feedback, and the expectations for student participation in student-to-student interaction, should be posted in the syllabus and/or other course documents made available to students when the course section officially opens each semester.

- c. **Proactive support:** Instructors should regularly initiate interaction with students (see section C.7.a) to assess if students are doing the following:
 - i. Accessing and comprehending course material.
 - ii. Participating regularly in course activities.

- e. Synchronous (live) online interactions.
- f. Collaborative documents and other tools for knowledge-building and sharing.

9. **Accessibility:** Each section of a course in which the instructional time is conducted in part or in whole through distance education will comply with all applicable accessibility requirements. By proposing a distance education course, the faculty author and department chair agree that the course will be able to meet the accessibility requirements in state and federal regulations (Americans with Disabilities Act of 1990 (ADA), section 508 of the Rehabilitation Act of 1973, California Government Code section 11135, and Title 5 section 55205).

D. Student Privacy and expectations for students in synchronous teleconferencing meetings:

1. **Student Privacy:** Students must refrain from taking screenshots, video, and/or audio recordings of any teleconferencing (e.g., Zoom, Skype, Teams) meeting associated with a class session or any other campus-related activity, whether meeting as a full class or in a breakout room.
2. **Use of Recordings:** Any class recordings provided in the LMS cannot be shared or posted without written consent of all individuals in the video, including the professor. Long Beach City College and The State of California have strict privacy laws for class recordings. Any student who is found to be recording class without consent, taking screenshots of class, and/or posting class recordings outside of the course will be referred to the Office of Student Affairs.
3. **Recording:** Under intellectual property law, students are not authorized to record audio/video/chat/transcripts, tape or screenshot during the class using any electronic or phone devices. (Note: DSP&S Students within their approved accommodations may record teleconferencing sessions or have teleconferencing sessions recorded for them, as outlined in their letter of accommodation). If such recordings/pictures are discovered, students who violate this policy will be referred to the Office of Student Affairs for appropriate follow up and possible discipline.
4. **Regarding Copyrighted Materials:** Any copyrighted materials, such as, but not limited to, publisher or faculty created content used in a class are for distance education purposes only and in compliance with United States copyright law. Use of such materials is limited to students enrolled in the course for the duration of the course. Students must refrain from saving, changing, or distributing any such such as, ref

E. Guidelines for Instructors regarding teleconferencing sessions and recordings of synchronous sessions:

1. Use LMS-integrated online teaching platforms to schedule synchronous class meetings. (This limits meeting and recording access to

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.

Also see BP 4105 Distance Education.

Approved: