Landmines in Online Education

Academic Senate for California Community Colleges
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Gregory Beyrer, Cosumnes River College
Dolores Davison, Foothill College
Christina Gold, El Camino College

Avoiding the Landmines

- Keeping DE Curriculum up-to-date

- Understanding the right of assignment for DE classes

- Selecting and using Course Management Systems

- Working with your Union on DE issues

- Evaluating DE faculty

DE Curriculum Issues

1. Separate Course Approval

2. Substantive Change Reports

3. Regular and Effective Instructor Initiated Contact

Substantive Change Reports

- Required by ACCJC when 50% or more of the units in a program, degree or certificate are offered through distance education.

- Key considerations include:
  - Regular effective contact policy
  - Use of General Education online might mean your degree meets this criteria
  - Academic freedom policy applies to DE and is monitored
  - HEOA student authentication requirements are met
  - Student privacy is protected

Sources:
- ACCJC, "Substantive Change Manual" (2013). 3.7.3, 5.3, and 5.3.1.
- ACCJC, "Policy on Distance Education and on Correspondence Education" (2012).

Regular and Effective Instructor Initiated Contact with Students

- Essential if any portion of a course is conducted online.

- ACCJC requires its inclusion in a Board policy.

- Local Curriculum Committees may work with DE Committees and/or Senates to develop policy and guidelines.

- Faculty review process ensures the guidelines are followed.

Sources:
- Title 5 § 55204, "Instructor Contact."
- CCCCO, "Distance Education Guideline," 2008. Guideline for Title 5 § 55204, pp. 6-7.
- ACCJC, "Substantive Change Manual" (2013). 3.7.3 and 5.3.
- ACCJC, "Guide to Evaluating Distance Education and Correspondence Education" (2012). II.A.1.a.
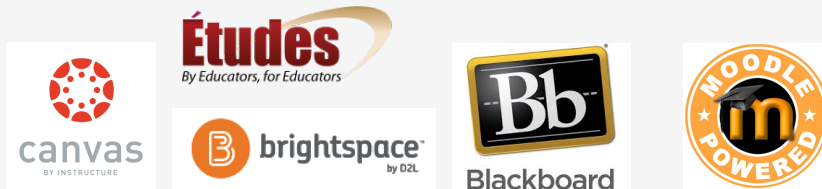
Right of Assignment

- Who chooses which faculty are given online courses?

- Is training required?

- Can administrators deny faculty courses? Why or why not?

- Can an entire load be taught online?

Course Management Systems

- Who decides which CMS to use?

- Who owns a course?

- Can shells be transferred?

- Can faculty be required to use a CMS?

Working with your union on DE issues

- How does your Senate work with your union on issues that overlap purviews, such as SLOs and faculty evaluations?

- To what extent are DE issues (such as training) outlined in your contract?

Faculty Evaluations

- How does faculty evaluation of DE teaching differ from the evaluation of face-to-face teaching?

- How closely does your Senate work with the union on contract language and forms for faculty evaluation?

- Is your process a careful measure of DE faculty teaching?

Other Online Education Issues

- Electronic Instructional Materials

- Student Authentication

- Authentic and Effective Assessment

Electronic Instructional Materials

- Must be used for learning, not administration or course management.

- Materials must have continuing value to the student outside the classroom.

- Materials must be available outside of the district.

Sources:
- Title 5 § 59400. Required Instructional Materials.
- CCCCO, "Guidelines for Required Instructional Materials in the California Community Colleges" (2013).
- Title 5 § 59402. Definitions [Instructional Materials].
- CCCCO, "Distance Education Guidelines," 2008. Guideline for Title 5 section 59402, p. 24.

Student Authentication

- The Higher Education Opportunity Act (2008) requires institutions to ensure that the student who registers for a course is the same student who takes the course.

- Helps prevent cheating and financial aid fraud.

- May include secure login and password, use of a college course management system and portal log in, proctored exams, and regular instructor contact.

Sources:
- ACCJC, "Substantive Change Manual," (2013). 3.7.3.
- ACCJC, "Guide to Evaluating Distance Education and Correspondence Education," (2012). Standard II.A.7.b and II.C.1.d.
- ACCJC, "Policy on Distance Education and on Correspondence Education," (2012).

References

ACCJC, "Substantive Change Manual" (2013).
http://www.accjc.org/wp-content/uploads/2013/08/Substantive_Change_Manual_2013.pdf

ACCJC, "Guide to Evaluating Distance Education and Correspondence Education" (2013).
http://www.accjc.org/wp-content/uploads/2013/08/Guide_to_Evaluating_DE_and_CE_2013.pdf

ACCJC, "Policy on Distance Education and on Correspondence Education" (2012). In ACCJC, "Guide to Evaluating Distance Education and Correspondence Education," pp. 45-46.
http://www.accjc.org/wp-content/uploads/2013/08/Guide_to_Evaluating_DE_and_CE_2013.pdf

ASCCC, "Ensuring the Appropriate Use of Educational Technology: An Update for Local Academic Senates" (2008).
http://www.accjc.org/wp-content/uploads/2013/08/Substantive_Change_Manual_2013.pdf

More References

California Community Colleges Chancellor's Office (CCCCO), "Distance Education Guidelines," 2008.
http://extranet.cccco.edu/Portals/1/AA/DE/de_guidelines_081408.pdf

CCCCO. Distance education webpage.
http://extranet.cccco.edu/Divisions/AcademicAffairs/InstructionalProgramsandServicesUnit/DistanceEducation.aspx

CCCCO. Guidelines for Required Instructional Materials in the California Community Colleges" (2013).

http://www.sdccdonline.net/faculty/resources/Instructional_Materials_Guidelines_2013.pdf

Dept. of Education. Code of Federal Regulations. Title 34 Subtitle B. Chapter VI. Part 602. Subpart A. § 602.3.

http://www.gpo.gov/fdsys/pkg/CFR-2011-title34-vol3/pdf/CFR-2011-title34-vol3-sec602-3.pdf

Title 5
- § 55200. Definition and Application.
- § 55204. Instructor Contact.
- § 55206. Separate Course Approval.
- § 59400. Required Instructional Materials

Questions?

Thank you!

- For information:

    - Dolores Davison (davisondolores@foothill.edu)
    - Greg Beyrer (gregory.beyrer@crc.losrios.edu)
    - Christina Gold (cgold@elcamino.edu)