

**Distance Education**

- 4B3** The faculty member teaching an online or hybrid (face-to-face and online credit instruction) course shall engage in regular and effective student contact:
- a. Respond to student questions, emails, and other communications within 48 hours, Saturdays, Sundays, non-instructional days and leave days excepted;
  - b. Regularly (at least twice a week) initiate contact with students in the online classroom;
  - c. Monitor student-to-student interaction in classroom activities requiring interaction;
  - d. Select and incorporate some combination of the following student authentication strategies to verify student identity or authenticate the originality of work.
    1. Use proctors for tests and require id's.
    2. Use an originality tool to prevent plagiarism.
    3. Become familiar with students' individual writing styles by requiring a variety of writing tasks, such as discussion forums, paragraph-length answers on exams, and formal research papers.
    4. Require specific research paper topics for which the instructor knows the secondary sources thoroughly.
    5. Employ a lock-down browser system, to prevent students from exiting the exam and surfing the web for answers.
    6. Design test questions to be randomly drawn from banks of questions and shuffled so that each student gets a different set of questions.
    7. Design tests to be open-book but with a limited amount of time to complete.
    8. Require forced completion on exams so student cannot re-enter a test.
    9. Set a short window for testing completion, i.e., one or two days to take an exam rather than a week.
    10. Create a unique password for each exam.
  - e. Provide information to students regarding items 1 – 4 above on the class syllabus.
  - f. The faculty member teaching an online or hybrid course shall include all course syllabus information as described in the CCA contract within the District's adopted class management system and likewise shall conduct all discussion forums, wikis,

and other student-to-student class interactivity entirely within the class management system.

Approved by VP's 8/8/12  
Approved by Chancellors Cabinet 8/14/12  
Consultation Council 11/27/12  
Admin Council 6/3/13  
Chancellor's Cabinet 6/25/13  
Consultation Council 11/26/13  
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Admin 1/7/15  
Ch.C 1/13/15  
CC 1/27/15  
CC 2/24/15