
**Kern Community College District
Administrative Procedure
Chapter 4 – Students/Instructional Services**

AP 4B3 **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.



Academic Senate for Cerro Coso Community College

Meeting Minutes: 2.15.2018

- I. Call to Order: 12:30p
- II. Open Forum:
- III. Roll Call:
 - A. Present: Ben Beshwate, Scott Cameron, Matt Crow, Nakysa Cummings, Lisa Darty, Cliff Davis, Gary Enns, Tom Foggia, Lucila Gonzalez-Cirre, Alec Griffin, Missy Gross, Matt Hightower, Tyson Huffman, Melanie Jeffrey, Matt Jones, Kim Kelly, Jaclyn Kessler, Sarah King, Greg Kost, Yvonne Mills, Jan Moline, Guck Ooi, Sharlene Paxton, Loren Sandvik, Joseph Slovacek, Christine Swiridoff, Penny Talley, Frank Timpone, Laura Vasquez, Matt Wanta, Dawn Ward
- IV. Approval of Minutes:
- V. Adding Agenda Items:
- VI. Closed Session:
- VII. Reports
 - A. Senate President:
 1. Committee Reporting Responsibilities (see docs)
 - a) Agendas to be posted 72 hours in advance
 - (1) Posted into canvas unless agendas are public facing (CIC), in which case a link will be placed in Canvas
 2. Screening Committees
 - a) Calls for volunteers have gone out
 - b) Psychology
 - (1) Asking for representatives from human services and social sciences
 - B. College Council Reports:
 - C. Senate Committee Reports:
 1. See report schedule (see docs)
 - D. Other Reports:
- VIII. Voting Issues:
 - A. OEI Exchange Cerro Coso resolution (Rebecca Pang and Gary Enns) (See docs)
 1. Application to OEI
 - a) March 1st for deadline to apply to OEI
 - b) CC would be a teaching college and a home college
 - (1) Students can take our classes as well as courses from other colleges
 - c) Currently there are 46 sections available through the OEI
 - d) Benefits of joining the exchange
 - (1) More satisfied students through following OEI rubric
 - (2) May increase degree completions and boost enrollment
 - (3) Aligns with state goal of increasing student success
 - e) Teaching exchange courses is voluntary
 - f) Concerns were discussed

(1) non-CC students would flood courses, leaving no room for our own students

(a) Limits can be set for external enrollment

g) Discussion ensued

h) Motion to approve - Nakysa; second Sarah - none opposed

2. Regular, Effective, and Documentable Contact (REDC) Statement

a) Approved by all

3. OEI Peer Online Course Review (POCR) Peer Review Team/Committee (see docs)

a) Suggested to be an adhoc, supported by senate

b) Approved by all

4. Adoption of the OEI Course Rubric

a) Approved by all

B. Open Educational Resources (OER) Team/Committee (Melanie Jeffrey)[Forwarded to College Council for discussion]

1. Redirection of grant

2. There are currently multiple committees dealing with textbook and OER

3. Would like a cross-functional group to deal with OER and textbook

a) Can this fit under a current committee's work

4. Motion to vote to take to College Council then vote at next meeting - Ben Beshwate

5. Seconded by Matt Jones

IX. Discussion Issues:

1. CSU Cert Area D and - U.S. History, Constitution and Government requirement

a) Not allowed to ask for more than the state

b) State guidelines are that students must take courses from 2 sections, not 3.

c) Students do not have to complete at CC but will have to complete at CSU

d) Need a change to double counting Political Science

e) Motioned to move to vote at the next meet

X. Information Issues:

A. CSU Cert Area E - required changes, information only

1. College out of compliance, changes must be made

2. cannot require more than 3 units in area

a) E.1. lifelong learning

b) E.2. Physical Education

(1) Can be applied but cannot makeup all 3 units

XI. Future Agenda Items:

A. Report from the ad-hoc committee for Incarcerated Student Education at Cerro Coso.

XII. Announcements:

A. Still seeking member at large

XIII. Adjournment: 1:33p

XIV. Meeting Dates: ~~01/18/18~~, ~~02/15/18~~, 03/15/18, 04/19/18, 05/03/18