CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS

AP 4105   ONLINE 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);
Accrediting Commission for Community and Junior Colleges Standard II.A.1

Student Authentication
Consistent with federal regulations pertaining to federal financial aid eligibility, the District must authenticate or verify that the student who registers in an online education course is the same student who participates in and completes the course or 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.

The Office of Academic Affairs shall utilize one or more of these methods to authenticate or verify the student's identity:
- Secure credentialing/login and password; or
- Proctored examinations; or
- New or other technologies and practices that are effective in verifying student identification.

Definitions:
1. Online – An online education course is delivered via the internet using a campus-supported Learning Management System (LMS). Students are required to use a computer with internet access as the primary technology and may be required to use other available technologies to acquire and learn course content. Through regular and effective contact, instructor and students interact to complete assignments and assessments and to demonstrate Student Learning Outcomes. An online course will be designated as **online** in published campus materials.
2. Hybrid – A hybrid online education course replaces some face-to-face class time with online instructional time. Any online education course that requires students to attend on-campus assessments, scheduled class meetings, or other required activities is a hybrid course. A hybrid course will be designated as **hybrid** in published campus materials.

For clarification, the following are not considered online education instruction:
1. Web-enhanced courses are not online education courses. Web-enhanced refers to any course that uses the campus-supported learning management system to enhance student learning. No classroom time is replaced with online instruction.

2. Correspondence courses are not online education courses. Correspondence courses are typically self-paced with limited instructor/student interaction. A correspondence course will be designated as **correspondence** in published campus materials.

Culture of Integrity
1. Instructor-initiated interaction will create an environment of academic integrity that discourages fraud in the form of student misrepresentation and constitutes a means for the following:
   A. Monitoring satisfactory progress, defined as earning grades consistent with a final course grade of "C" or "Pass"
   B. Tracking student attendance
   C. Determining the last date of attendance for students who drop the course via the following methods:
      i. Prior to the census date, the instructor will initiate an activity that requires student participation.
      ii. The instructor will require various robust assessments and assignments on a frequent basis throughout the semester or term.
2. The district will encourage faculty to set high standards for performance in online education courses.
3. The student code of conduct establishes a campus-wide policy on academic integrity, including for online education courses.

Course Approval
Each proposed or existing course offered by online education shall be reviewed and approved separately. Separate approval is mandatory if any portion of the instruction in a course or a course section is designed to be provided through online education.

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in AP 4020 titled Program and Curriculum Development. Online education courses shall be approved under the same conditions and criteria as all other courses. While technology may allow for greater access to students, enrollment capacity should be set in consultation with faculty/union as well as take into account best practices for the distribution and community development in a digital community.

Certification
When approving distance education courses, the Curriculum Committee will certify the following:

- Course Quality Standards: The same standards of course quality are applied to online education courses as are applied to traditional classroom courses, including "instructor presence", which ensures that an online education course is comparable to a traditional classroom course in terms of rigor, scope, and regular and effective instructor-student contact.

- Course Quality Determinations: Determinations and judgments about the quality of online education courses are made with the full involvement of the Curriculum Committee approval procedures.
- Instructor Contact: Each section of the course that is delivered through online education will include regular effective contact between instructor and students with the expectation that the frequency of contact is the same as would occur in a comparable traditional classroom course. Examples of regular and effective contact include the use of discussion forums, collaborative student activities, frequent monitoring of contact activity by the instructor, and regularly added/revised course content that may incorporate student feedback. Instructor's specific policies regarding frequency and timeliness of instructor-initiated and feedback are included in the syllabus or other course documents made available at the start of the course. In the event of an illness, family emergency, or other unexpected occurrence, the instructor or department will inform students when regular contact is expected to resume.
- Duration of Approval: All online education courses approved under this procedure will continue to be in effect unless there are substantive changes to the course outline.

Faculty Technology Literacy and Online Pedagogical Readiness
Faculty who teach online for the district must be proficient in certain basic technology literacy skills and online pedagogical readiness in order to assure course quality and to assist students with the technology used in content delivery. Determination as to whether an instructor meets the technology literacy skills and online pedagogical readiness requirement will be made by the division dean in consultation with the faculty Coordinator of Online Education.

Prior to teaching an online or hybrid course at Citrus College, faculty must meet one of the following requirements:
1. Have completed formal training or college-level coursework from an accredited college or university in online teaching and associated technology.
2. Present a teaching demonstration in an online format, showing evidence of technology literacy and online education pedagogy fundamentals, including familiarity with Citrus College's LMS (see Online Education Best Practices for technology literacy and pedagogical readiness qualifications).
3. Have completed courses for online teaching and learning as prescribed by Citrus College's Online Education Program (currently provided by @One, the California Community College system training provider).

Faculty who have met the above criteria may be required to participate in additional professional development activities in order to meet federal and state regulations and accreditation requirements.

Online Education Faculty Working Conditions
Online education working condition policies are reviewed by the Academic Senate and established by mutual agreement between the Faculty Association and the District.

These conditions include course enrollment limits, course load, office hours, and faculty evaluation.

Copyright and Intellectual Property
1. Fair Use and Legal Use of Copyrighted Materials in Online Education Courses
    Copyright guidelines related to online education shall be developed and maintained by the online education program in accordance with copyright laws (U.S. Copyright Act; the Digital Millennium Copyright Act of 1998; Fair Use Policy; and the 2002 Teach Act).
2. Faculty Responsibility for Copyright
    Instructors of online education courses are responsible for ensuring that all instructional material and delivery methods for online education courses are in compliance with copyright laws and College copyright policy.
3. Faculty Intellectual Property Rights
    Faculty will maintain the same intellectual property rights of the instructional material they develop for online education courses as they would for traditional classroom courses.

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