AP 4105 Distance Education

Reference:
Title 5, Sections 55200 et seq.

Consistent with federal regulations pertaining to federal financial aid eligibility, the District must authenticate or verify that the student who registers in a distance education or correspondence education courses is the same student who participates in and completes the course or program and receives the academic credit. The District will provide to 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.

The Chief Instructional Officer shall utilize one or more of these methods to authenticate or verify the student’s identity:

- secure credentialing/login and password;
- proctored examinations; or
- new or other technologies and practices that are effective in verifying student identification.

Definition: Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology.

For the purpose of scheduling, Online, Hybrid, and Web-Enhanced classes at Imperial Valley College will be defined as follows:

- Online courses may have up to three face-to-face class meetings scheduled throughout the semester. They meet and complete assignments mostly over the Internet.
- Hybrid classes meet face-to-face more than three times. These courses are typically developmental classes, with some exceptions (e.g., Speech 100 or Biology 100).
- Web-Enhanced courses meet face-to-face but have supplemental online interaction.
**Course Approval:** Each proposed or existing course offered by distance 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 distance education.

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Administrative Procedures 4020, Program and Curriculum Development. Distance education courses shall be approved under the same conditions and criteria as all other courses.

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

**Course Quality Standards:** The same standards of course quality are applied to the distance education courses as are applied to traditional classroom courses.

**Course Quality Determinations:** Determinations and judgments about the quality of the distance education course were made with the full involvement of the Curriculum & Instruction Committee approval procedures.

**Instructor Contact:** Each section of the course that is delivered through distance education will include regular, effective contact between instructor and students.

**Duration of Approval:** All distance education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline. **Use of Etudes for Distance Education:** All distance education courses must utilize the Etudes course management system unless prior approval for alternative technologies is given by the faculty member’s division chair, in consultation with the Chief Instruction Officer and the Distance Education Coordinator.

The following steps will be followed when developing and delivering online courses at Imperial Valley College:

1. Complete Etudes 101 (either online or face-to-face)
2. Obtain approval to develop an online or hybrid class from dean, division chair, and/or department chair
3. Sign up for Etudes 201 (one-semester long online development class taught by Instructional Media Designer)
4. Develop Etudes online addendum for approval through Curriculum and Instruction Committee (with the Distance Education Coordinator and Division Chair)
5. Complete Etudes 201 (final exam: evaluation of developed course)
6. Receive approval from DSP&S specialist that course content is Section 508-compliant
If a faculty member wishes to waive the Etudes 201 class requirement (step 5) he or she can present a completed online class to the DE Coordinator and the Instructional Media Designer for evaluation. If the course passes their evaluation, then the instructor can offer the course. The instructor would also need approval from the dean, division chair, and/or department chair prior to teaching the online course.