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Administrative Regulation

DISTANCE EDUCATION

Definitions

Distance Education (**DE**) means instruction in which the instructor and student are separated by time and/or distance and interact through the assistance of communication technology.

Glendale Community College has, through its participatory governance process, defined distance education courses in the three following ways:

1. Online Courses:

An Online course is offered 100% online. Students cannot be required to meet face-to-face for office hours, orientations, homework, exams, distribution of resource materials, or any other course component.

2. Hybrid Courses:

If between 1% - 99% of instructional hours are to be completed online, the class is identified as Hybrid. The use of the **District's Learning Management System (LMS)** as an aspect of any traditional face-to-face class does not constitute "distance education" instruction. Only when a component of instruction is provided online in place of a scheduled, traditional face-to-face, Carnegie-hour portion of instruction does the class become "hybrid."

3. Proctored Online Courses (POC):

Assignments and examinations in a Proctored Online Course are submitted in an asynchronous manner. Students are required to take tests at a **district approved** proctoring facility. The instructor of record proctors such assignments or examinations at a GCC campus. Off-site proctoring services may be available at the discretion of the instructor.

Synchronous refers to a learning environment in which everyone takes part at the same time. **Asynchronous** refers to a learning environment in which everyone does not take part at the same time.

Accessibility

Ensuring that distance education courses, materials and resources are accessible to students with disabilities is a shared institutional responsibility. The district will provide faculty with the necessary training and/or resources to ensure that accessibility in online courses is consistent with federal, state, and local policy.

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Authentication

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

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.

Attendance

Consistent with federal, state, and local guidelines, instructors will track attendance using the "last day of attendance", which is determined through a review of:

- a. instructor-generated Welcome Letters via GCC email and completion of the Course Check-In Assignment described in the Welcome Letter.
- b. For late add students: instructor-initiated activities that require student participation.
- c. various robust, required assessments and assignments on a frequent basis throughout the semester.

Consistent with state guidelines for noncredit distance education classes, instructors will track attendance using the average of positive attendance at the 20% mark of the class and the 80% mark of the class.

Course Approval

New or existing courses shall be reviewed and approved by the Committee on Distance Education (CoDE) before they are offered through distance education. All such courses shall have a distance education addendum to the official course outline of record. The course will then be reviewed by the Curriculum & Instruction (C&I) Committee as an information item on the agenda.

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures established by the District. Distance education courses shall be approved under the same conditions and criteria as all other courses.

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

Instructor Contact.

Each section of the course that is delivered through distance education will include regular effective contact between instructor and students and among 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.

DE Faculty Training: Distance education faculty must meet minimum qualifications for teaching in the appropriate discipline. Specific, approved DE Certification and Flex Requirements for distance education instructors include DE training requirements for certification, as well as required annual hours of DE training for maintenance of certification.

References:

- California Code of Regulations Title 5 Sections 55200 et seq.
- 34 Code of Federal Regulations (C.F.R) Parts 600.2, 600.22 and 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)
- The Americans with Disabilities Act of 1990 (42 U.S. Code Sections 12100 et seq.), section 508 of the Rehabilitation Act of 1973 (29 U.S. Code Section 794d), and Government Code Section 11135
- ACCJC Accreditation Standard II.A.1

<https://www.glendale.edu/financial-aid-fees/financial-aid/resources-policies>

Adopted: 7/9/2019