

## DISTANCE EDUCATION AND STUDENT AUTHENTICATION PROCESS

### STUDENT AUTHENTICATION PROCESS

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 course 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 Vice President of Academic Services shall utilize one or more of these methods to authenticate or verify the student's identity.

For the Sequoias CCD, authentication uses secure credentialing/login and password within District email systems and applicable learning management systems, which is specifically referenced in the federal regulation as an appropriate and accepted procedure for verifying a student's identity. The email and learning management systems method involves securing credentialing/login and password using Banner ID and randomly generated password retrieved from Banner. The other method involves photo ID authentication at hybrid sessions in order to receive password to other learning management system.

The Vice President, Academic Services shall establish procedures for providing a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any, to each student at the time of registration.

### DISTANCE EDUCATION

#### Definitions:

Distance Education: Distance education means education that uses one or more of the technologies listed below to deliver instruction to students who are separated from the instructor(s) and to support regular and substantive interaction between the students and instructor(s) either synchronously or asynchronously. Technologies that may be used to offer distance education include: (1) the internet, (2) one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices, (3) audio conference, (4) other media used in a course in conjunction with any of the technologies listed in this definition. Distance education does not include correspondence courses.

**Course Approval:** The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in AP 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 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 in-person classes.

**Course Quality Determinations:** Determinations and judgments about the quality of the distance education courses were made with the full involvement of the Curriculum Committee, the Academic Senate, and the Board of Trustees according to Sequoias CCD approval procedures.

**Instructor Contact:**

**Regular interaction:** Interaction between a student and instructor(s) is ensured by, prior to the student's completion of a course or competency: (1) providing the opportunity for substantive interactions with the student on a predictable and scheduled basis commensurate with the length of time and the amount of content in the course or competency and (2) monitoring the student's academic engagement and success and ensuring that an instructor is responsible for promptly and proactively engaging in substantive interaction with the student when needed on the basis of such monitoring, or upon request by the student.

**Substantive interaction:** Engaging students in teaching, learning, and assessment, consistent with the content under discussion, and also includes at least two of the following: (1) providing direct instruction, (2) assessing or providing feedback on a student's coursework, (3) providing information or responding to questions about the content of a course or competency, (4) facilitating a group discussion regarding the content of a course or competency, or (5) other instructional activities approved by the District's or program's accrediting agency.

A regular and substantive interaction audit form, developed by the Regular and Substantive Interaction Task Force, is available to instructors who wish to use it as a tool to develop, assess, and maintain course structures and online instructional practices that promote and document regular and substantive interaction in online courses. The use of the audit form is optional and is not intended as a faculty evaluation tool. The audit form can be found on the DECOS website

**Distance Education:** Each section of the course that is delivered through distance education will include regular and substantive interaction between the instructor(s) and students, as well as among students, as described in the course outline of record, either synchronously or asynchronously, through group or individual meetings, orientation and

review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, voice mail, e-mail, or other activities.

Course Outline of Record or Distance Learning Addendum to Course Outline: The course outline of record or a distance learning addendum to the official course outline of record for any new or existing course provided through distance must address the following:

- How course outcomes will be achieved in a distance education mode;
- How the portion of instruction delivered via distance education meets the requirement for regular and substantive interaction; and
- The course design and all course materials must be accessible to every student, including students with disabilities.

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.

Faculty Selection and Workload: Instructors of course sections delivered through distance education are individuals responsible for delivering course content who meet the qualifications for instruction established by the District's accrediting agency. Instructors will be selected using the District or college's same procedures for determining other instructional assignments. Instructors shall possess the minimum qualifications for the discipline into which the course's subject matter most appropriately falls. The number of students assigned to any one course section offered by distance education will be determined by and be consistent with other District procedures related to faculty assignment.

Student's Last Day of Attendance: A student's last day of attendance in an online class is determined by one or more of the following activities:

1. Opening, editing, or submitting an assignment using the Learning Management System assignment feature, by email, or in person.
2. Participating in an online discussion.
3. Engaging in an exam either online or in person.
4. Engaging in course activity beyond login as demonstrated by record in the Learning Management System report.

A faculty member is encouraged to store the following evidence in such a manner that it can be easily retrieved should the District be audited:

1. Record of student's grade for assignment or test and corresponding due date.
2. Course report (Learning Management System) of user activity beyond login.
3. Email.

Ongoing Responsibility of Districts: Title 5, Section 55210 requires that the District maintain records and report data through the Management Information System on the

number of students and faculty participating in new courses or sections of established courses offered through distance education. In addition, the District shall provide other information as deemed necessary by the Board of Governors.

Reporting: The Distance Education Coordinator will make an annual report to the Board of Trustees addressing the current state of distance education at COS.

References: Education Code Sections 66700 and 70901 et seq.; Title 5 Sections 55200 et seq. and 55260 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)

Form: Curriculum Committee Distance Education Form

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