

Assigning Faculty for DE Courses – approved at Senate

Regular and substantive contact

All distance education courses must demonstrate regular and substantive contact. Instructors must keep in contact with students on a consistent and timely basis to both ensure the quality of instruction and verify their performance and participation status. The instructor (a) regularly initiates interaction with students to determine that they are accessing and comprehending course materials, (b) is available at least the same number of instructor contact hours per week that would be available for face-to-face students, and (c) establishes and publishes, in the course syllabus or other course documents, an expectation for frequency and timeliness of instructor-initiated contact and instructor feedback. Regular and substantive interaction must be conducted **via the District's learning management system (e.g. Canvas).**

Instructor-initiated regular substantive interaction must be incorporated into the course design and delivery. The DE addendum approved by the curriculum committee should be used as a guideline for regular and substantive contact.

Interaction should be accomplished through each of these methods: Instructor to student interaction, student to student interaction, and student to content interaction. Below are some examples of each type of interaction:

Instructor to student interaction

- Course announcements
- Messaging via the LMS
- Personalized feedback
- Discussion boards
- Chat/IM
- Videoconferencing
- Phone/voicemail

Student to student interaction

- Discussion boards
- Messaging via the LMS
- Chat/IM
- Videoconferencing
- Collaborative work: group assignments, wikis, blogs

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Student to content interaction

- Modules on Canvas
- Lectures (streaming/recorded)
- Podcasts/webinars/screencasts
- Assessments: Assignments, Quizzes, Exams

Scheduling a DE course

All online and hybrid courses must be approved by the curriculum committee and **included in the college catalog** before they can be placed in the schedule of classes. Hybrid courses must include the meeting dates, times, and location for any required meetings in the schedule of classes.

Office Hours

Faculty teaching distance education courses may elect to fulfill their office hour requirement for the distance education course in an alternative distance mode. The day, time, and mode must be listed on the course syllabus and facilitated via WVMCCD approved learning management system.

Alternative distance mode may include zoom meetings, chat, conferencing tools, Skype, telephone and must be synchronous.

Attendance & Participation/Drop policy

All distance education courses must follow the **Mission College Class Attendance and Participation policy**:

Students are expected to attend all sessions of each class and participate in class activities and the requirements for the course. Instructors may drop students from class if they fail to attend the first-class meeting or when the instructor determines that the student is no longer reasonably participating in the activities and requirements of the course. Definition of non-participation shall include but not be limited to excessive absences defined by when accumulated hours of absence exceed ten percent of the total number of hours the class meets during the semester.

Attendance & Participation in distance learning courses:

Participation in a distance learning course refers to the completion of course work. Logging into the course is not considered participation. Faculty should assign course work weekly to monitor

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participation. Participation will be used to verify enrollment at the start of the semester before census and throughout the course.

At the start of the semester, faculty must designate a **check-in assignment**. The check-in assignment may be a discussion, quiz, or other assignment. The check-in assignment and the due date must be **prior to the census date** and clearly stated in the welcome letter and course syllabus. If students do not complete the check-in assignment by the defined date, they must be dropped from the class **through the census roster process**.

Faculty must monitor participation throughout the course. If a student fails to participate for two-consecutives weeks for a semester long course, the instructor should attempt to contact the student. If the student does not respond within a specified amount of time and/or resume participation, they must be dropped from the course.

Communication Policy

Faculty must include a communication policy on their syllabus. The purpose of the communication policy is to provide students with an expectation for frequency and timeliness of instructor-initiated contact and instructor feedback. The communication policy must include:

- Frequency and timeliness of instructor-initiated contact
 - When will modules be posted?
 - How long will it take to grade coursework?
- Frequency and timeliness of student-initiated contact
 - Various method to contact instructor
 - Include instructor office hour information
 - Turnaround time for answers for student-initiated contact (two business days maximum recommended)

Communication with students must originate from within the WVMCCD approved learning management system. Mission must be able to provide documentable evidence of regular and substantive contact and student participation in course work.

In case of an instructor absence:

Inform students immediately should an illness, family emergency or other unexpected event prevents continuing regular and substantive interaction as defined by their communication policy. Let students know when instructor-initiated regular interaction is expected to resume.

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Faculty who will be out for a prolonged period of time should contact their department chair and follow the college protocols for instructor absences.

Syllabus and Welcome message

Faculty must send students a welcome message by the first day of instruction.

The welcome message should include:

- Introduction to the course and you – this is less formal than the syllabus
- How to access Canvas and course materials
- Technical requirements for the course
- Meeting dates if a hybrid course
- Information regarding the **check-in assignment**

Faculty must adhere to the MC faculty handbook regarding required items in a syllabus. In addition, these items be included:

- Course communication policy
- Course attendance and participation policy - Defines the **check-in assignment**
- Student Services information
- Course schedule

Examples of how to access course materials and technical requirements are provided below:

How to access course materials:

All course materials will be accessed via *Canvas*. *Canvas* is the course management system adopted by the WVMCCD for all classes. When you log into the system, you will see a listing of courses you are taking. Here is the log in page: <https://wvm.instructure.com/login/canvas>

If students will need access to additional materials outside of Canvas which require a separate log in and/or fee to access, that information must be listed on the welcome letter and syllabus. It should also be included on the DE addendum. Please make sure to read the section on course materials before adoption.

Technical requirements:

This is an online (or hybrid) course. You will need a computer or regular access to a computer and reliable access to the internet. While the Canvas app for phones can be used for course

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communication and some basic tasks, you must have access to a computer or tablet for completing most coursework. Students have found it's best to use the desktop version of Canvas (rather than the phone app) for more complex tasks like submitting quizzes and assignments.

Note: All technical requirements for the course should be listed. Be sure to include the platform or software specific recommendations. If you will be using Proctorio to monitor exams, make sure to provide information on the requirements for Proctorio. Please list all the items you wish students to use.

Example for Proctorio: This course uses a tool called Proctorio. Proctorio is a remote proctoring service software that works within your web browser to confirm student identity and monitor students taking quizzes/exams. You will need a webcam with microphone (internal or USB), their student ID, the Google Chrome browser, the Proctorio extension (free of charge), and a quiet private location with a reliable internet connection. It is the student's responsibility to ensure these requirements are met.

Academic Honesty and Authentication

Mission's Academic Honesty Policy for Students

Academic Honesty Dishonesty includes but is not limited to in-class cheating, out-of-class cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to college staff, faculty, administrators or other officials. Following are definitions of in-class cheating, out-of-class cheating, plagiarism, and furnishing false information. These are not all-inclusive and the list itself is not meant to limit definition of cheating to just those mentioned. a. In-class cheating: during an examination or on any work for which the student will receive a grade or points, unauthorized looking at or procuring information from any unauthorized sources, or any other student's work. b. Out-of-class cheating: unauthorized acquisition, reading or knowledge of test questions prior to the testing date and time; changing any portion of a returned graded test or report and resubmitting as original work to be regraded; or presenting the work of another as one's own for a grade or points. c. Plagiarism: unauthorized use of expression of ideas from either published or unpublished work(s) as a student's own work for a grade in a class. This also includes the violation of copyright laws, including copying of software packages. d. Furnishing false information: forgery, falsification, alteration or misuse of college documents, records, or identification in class or in laboratory situations.

Academic honesty and student authentication (verification of a student's identity) in distance education often go hand in hand. Because of the lack of face-to-face classroom time, it can be difficult for instructors to know if the student enrolled in the class is the actual person who is

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logging in and turning in their own work. Mission College requires that courses taught online use the WVMCCD approved learning management system as the primary means of authentication. In addition, it is suggested that instructors use multiple measures to assure student honesty and authentication. These methods will vary course by course and should be outlined in the DE addendum.

Here are some suggested methods to assure student honesty and authentication:

- Requiring students to upload their photo or an icon to Canvas
- The use of discussion boards to get to know students and their writing styles.
- Utilizing Proctorio software for assessments which are a significant portion of their grade.
- Utilizing Turn-it-in software for written assignments. It completes an originality checking process that compares student work against internet and database sources.