

**LOS ANGELES COMMUNITY COLLEGES
OFFICE OF THE CHANCELLOR
ADMINISTRATIVE REGULATIONS**

INDEX NUMBER E-89

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| REFERENCE: Title 5, CCR sections 55202, 55204, 55206, 55208; 34 C.F.R. § 602.17 | TOPIC: Distance Education Courses |
| ISSUE DATE: December 11, 1996 | INITIATED BY: Educational Services |
| CHANGES: All Sections All sections | DATE OF CHANGES: November 11, 1999 February 22, 2013 |

Distance education is defined, for the purpose of accreditation review, as a formal interaction which uses one or more technologies to deliver instruction to students who are separated from the instructor and which supports regular and substantive interaction between the students and instructor, either synchronously or asynchronously. Distance education often incorporates technologies such as the internet; one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or video cassettes, DVDs, and CD-ROMs, in conjunction with any of the other technologies.

1. Course Approval

- a. Each proposed or existing course offered by distance education shall be reviewed and approved separately (Title 5, Section 55206).
- b. The review and approval of new distance education courses shall follow the curriculum approval procedures outlined in Administrative Regulation E-65 – Curriculum Development and Approval; Standards and Procedures, section 3 “Curriculum Planning and Development.”
- c. The review and approval of existing courses as distance education courses shall follow the curriculum approval procedures outlined in Administrative Regulation E-65 – Curriculum Development and Approval; Standards and Procedures, section b “Changes to Existing Courses.”

2. Certification

When approving distance education courses, the college curriculum committee will certify the following:

- a. Course Quality Standards (Title 5, Section 55202)

The same standards of course quality are applied to the distance education courses as are applied to traditional classroom courses.

b. Instructor Contact (Title 5, Section 55204)

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

c. Faculty Selection and Workload (Title 5, Section 55208)

Instructors of course sections delivered via distance education shall be selected by the same procedures used to determine all 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 selection offered by distance education shall be determined by and be consistent with District procedures related to faculty assignments and the collective bargaining agreement.

3. Ongoing Responsibility of Districts

The District shall 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. (Title 5, Section 55210.)

4. Authentication and Verification of Student Identity

The District will authenticate and 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. (34 C.F.R. § 602.17.) One or more of these methods will be used to authenticate or verify a student's identity:

- a. Secure credentialing/login and password
- b. Students access distance education courses using their unique ID and password; or
- c. Proctored examinations