Policy for Ensuring Regular Effective Contact in Distance Education (Online and Hybrid) Courses

1. **(When)** Starting in winter 2018,
2. **(What’s affected)** all distance education (DE) (online and hybrid) courses
3. **(What will happen)** will be checked for regular effective contact
4. **(Who will review)** by the department chairs for the discipline in which the course is housed; for classes taught by department chairs, the Distance Education Coordinator will review for regular effective contact. All department chairs should be Canvas-certified; in the interim, if a department chair is not Canvas-certified, the Distance Education Coordinator will review the online and hybrid courses in that department.
5. **(Level of access)** Reviewers will be given TA access in Canvas in order to view all elements of regular effective contact.
6. **(How will it be reviewed)** The reviewers will use the Distance Education Course Regular Effective Contact Checklist (see next page) to check for regular effective contact in the DE courses.
7. **(When will it be reviewed)** Department chairs will review courses between weeks 5-12 in fall and spring terms and during intersessions will review courses between weeks 2-5.
8. **(What are the possible outcomes)** Feedback to instructors, if a course is found to not have sufficient regular effective contact, will include a recommendation for additional training and for recurring deficiencies, assignments for face-to-face courses only.
9. **(What if there’s a disagreement on the findings)** If a faculty member would like to contest the results of the review, the instructor may appeal to the LASC Distance Education Committee which will again perform a review of the course in question.
10. **(How does this relate to evaluations)** The checklist is not an evaluation, but results or the tool may be used if faculty are under evaluation.
11. **(What happens with the results)** Results are reported to the Distance Education Committee through the Distance Education Coordinator via email.
LASC’s Regular Effective Contact Policy (REC) (approved by the LASC Academic Senate on November 8, 2016), outlines the kind of regular effective contact that must occur in online and hybrid courses. The policy is based on Title 5 Regulations and the ACCJC “Policy on Distance Education and Correspondence Education.”

The REC Policy can be seen at: http://www.lasc.edu/students/classes-areas-of-study/online-classes/LASC-REC_Website.pdf

The Department of Education Program Review Report (June 2017) states that “[LASC] must review and revise its distance education policies and procedures to ensure that faculty and students maintain documented regular and substantive interaction, for each distance education course.”

Online Attendance Policy is included in syllabus

Instructor response time—how long students should expect to wait for a response to an email, etc. (see LASC REC #4) is included in syllabus

When and how synchronous contact will occur is included in syllabus

Item for Review: Syllabus

<table>
<thead>
<tr>
<th>Item for Review: Syllabus</th>
<th>Where to Find</th>
<th>Comments/Observations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Course SLOs are listed in syllabus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructor response time—how long students should expect to wait for a response to an email, etc. (see LASC REC #4) is included in syllabus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>When and how synchronous contact will occur is included in syllabus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online Attendance Policy is included in syllabus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>“Syllabus” on Navigation Menu as text or as a link to download document</td>
<td></td>
<td></td>
</tr>
<tr>
<td>“Syllabus” on Navigation Menu as text or as a link to download document</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pages Area in Canvas Modules Embedded on Home Page</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pages Area in Canvas Modules Embedded on Home Page</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Syllabus is easy to locate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes/No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This checklist is based on LASC’s Regular Effective Contact Policy and is designed to ensure that faculty and students maintain documented regular and substantive interaction for each distance education course.

Approved Course SLOs are listed in syllabus

Syllabus

Online Attendance Policy is included in syllabus

Instructor response time—how long students should expect to wait for a response to an email, etc. (see LASC REC #4) is included in syllabus

When and how synchronous contact will occur is included in syllabus

Item for Review: Syllabus

<table>
<thead>
<tr>
<th>Item for Review: Syllabus</th>
<th>Where to Find</th>
<th>Comments/Observations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Course SLOs are listed in syllabus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructor response time—how long students should expect to wait for a response to an email, etc. (see LASC REC #4) is included in syllabus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>When and how synchronous contact will occur is included in syllabus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online Attendance Policy is included in syllabus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>“Syllabus” on Navigation Menu as text or as a link to download document</td>
<td></td>
<td></td>
</tr>
<tr>
<td>“Syllabus” on Navigation Menu as text or as a link to download document</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pages Area in Canvas Modules Embedded on Home Page</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pages Area in Canvas Modules Embedded on Home Page</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Syllabus is easy to locate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes/No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This checklist is based on LASC’s Regular Effective Contact Policy and is designed to ensure that faculty and students maintain documented regular and substantive interaction for each distance education course.

Approved Course SLOs are listed in syllabus

Syllabus

Online Attendance Policy is included in syllabus

Instructor response time—how long students should expect to wait for a response to an email, etc. (see LASC REC #4) is included in syllabus

When and how synchronous contact will occur is included in syllabus

Item for Review: Syllabus

<table>
<thead>
<tr>
<th>Item for Review: Syllabus</th>
<th>Where to Find</th>
<th>Comments/Observations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Course SLOs are listed in syllabus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructor response time—how long students should expect to wait for a response to an email, etc. (see LASC REC #4) is included in syllabus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>When and how synchronous contact will occur is included in syllabus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online Attendance Policy is included in syllabus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>“Syllabus” on Navigation Menu as text or as a link to download document</td>
<td></td>
<td></td>
</tr>
<tr>
<td>“Syllabus” on Navigation Menu as text or as a link to download document</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pages Area in Canvas Modules Embedded on Home Page</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pages Area in Canvas Modules Embedded on Home Page</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Syllabus is easy to locate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes/No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This checklist is based on LASC’s Regular Effective Contact Policy and is designed to ensure that faculty and students maintain documented regular and substantive interaction for each distance education course.

Approved Course SLOs are listed in syllabus

Syllabus

Online Attendance Policy is included in syllabus

Instructor response time—how long students should expect to wait for a response to an email, etc. (see LASC REC #4) is included in syllabus

When and how synchronous contact will occur is included in syllabus

Item for Review: Syllabus

<table>
<thead>
<tr>
<th>Item for Review: Syllabus</th>
<th>Where to Find</th>
<th>Comments/Observations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Course SLOs are listed in syllabus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructor response time—how long students should expect to wait for a response to an email, etc. (see LASC REC #4) is included in syllabus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>When and how synchronous contact will occur is included in syllabus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online Attendance Policy is included in syllabus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>“Syllabus” on Navigation Menu as text or as a link to download document</td>
<td></td>
<td></td>
</tr>
<tr>
<td>“Syllabus” on Navigation Menu as text or as a link to download document</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pages Area in Canvas Modules Embedded on Home Page</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pages Area in Canvas Modules Embedded on Home Page</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Syllabus is easy to locate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes/No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This checklist is based on LASC’s Regular Effective Contact Policy and is designed to ensure that faculty and students maintain documented regular and substantive interaction for each distance education course.

Approved Course SLOs are listed in syllabus

Syllabus

Online Attendance Policy is included in syllabus

Instructor response time—how long students should expect to wait for a response to an email, etc. (see LASC REC #4) is included in syllabus

When and how synchronous contact will occur is included in syllabus

Item for Review: Syllabus

<table>
<thead>
<tr>
<th>Item for Review: Syllabus</th>
<th>Where to Find</th>
<th>Comments/Observations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Course SLOs are listed in syllabus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructor response time—how long students should expect to wait for a response to an email, etc. (see LASC REC #4) is included in syllabus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>When and how synchronous contact will occur is included in syllabus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online Attendance Policy is included in syllabus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>“Syllabus” on Navigation Menu as text or as a link to download document</td>
<td></td>
<td></td>
</tr>
<tr>
<td>“Syllabus” on Navigation Menu as text or as a link to download document</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pages Area in Canvas Modules Embedded on Home Page</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pages Area in Canvas Modules Embedded on Home Page</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Syllabus is easy to locate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes/No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item for Review</td>
<td>Where to Find (one or more of these areas)</td>
<td>Comments/Observations/Frequency</td>
</tr>
<tr>
<td>----------------</td>
<td>--------------------------------------------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>Discussions</td>
<td>Modules</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Check in Assignment</td>
<td></td>
<td>Have talk bubble icons</td>
</tr>
<tr>
<td>An assignment that students must complete in the first week to check for non-participating students (see LASC REC #2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Examples: a Syllabus Quiz or Introduction Discussion Forum</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discussions have talk bubble icons</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check in assignment: An assignment that students must complete in the first week to check for non-participating students (see LASC REC #2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructor participation should occur when the discussion formation (see LASC REC #3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50% of student posts visible in the discussion thread</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructor responses to at least 25-50% of student posts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructor participation should occur when the discussion formation (see LASC REC #3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discussions</td>
<td>Modules</td>
<td>Have talk bubble icons</td>
</tr>
<tr>
<td>Check in discussion: There should be instructor participation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>There should be weekly discussion forums in the Canvas shell (see LASC REC #3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discussions have talk bubble icons</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discussions should be graded (worth points) and on an academic topic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discussions have talk bubble icons</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discussions should be graded (worth points) and on an academic topic (see LASC REC #3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discussions</td>
<td>Modules</td>
<td>Have talk bubble icons</td>
</tr>
<tr>
<td>Discussion in Modules</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructors should be participating</td>
<td></td>
<td></td>
</tr>
<tr>
<td>There should be weekly discussion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item for Review</td>
<td>Where to Find</td>
<td>Comments/Observations/Frequency</td>
</tr>
<tr>
<td>----------------</td>
<td>--------------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td><strong>Assessment Feedback</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assessments must go beyond automatically-graded multiple-choice quizzes (see LASC REC #3e)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assignments (go to SpeedGrader to see comments and feedback left in rubrics)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discussions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quizzes</td>
<td>Feedback should be timely (submitted a recommended 7-10 days after the assessment is due)</td>
<td></td>
</tr>
<tr>
<td>Discussions (Rubrics)</td>
<td>(see LASC REC #3e)</td>
<td></td>
</tr>
<tr>
<td>Assignments (go to SpeedGrader to see comments and feedback left in rubrics)</td>
<td>- Feedback must be personalized and constructive and should not be copied and pasted for multiple students</td>
<td></td>
</tr>
<tr>
<td>Synchronous Contact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructors should be available for synchronous contact with students every week for at least 20 minutes per standard hour in order to answer questions and offer guidance as a kind of online &quot;office hours&quot; (see LASC REC #4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chat area in Canvas</td>
<td>(see LASC REC #3e)</td>
<td></td>
</tr>
<tr>
<td>Conferences</td>
<td>You may want to confirm with instructor that sessions went well</td>
<td></td>
</tr>
<tr>
<td>ConferNow (Event Recordings)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CCCConfer (Event Recordings)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ConferZoom (Event Recordings)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>You may want to confirm with instructor that sessions weren't created outside of Canvas</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Yes/No</em></td>
<td>(one or more of these areas)</td>
<td></td>
</tr>
</tbody>
</table>
Hybrid Course Regular Effective Contact Review Checklist

**LASC’s Regular Effective Contact Policy (REC) (approved by the LASC Academic Senate on November 8, 2016)** outlines the kind of regular effective contact that must occur in online and hybrid courses. The policy is based on Title 5 Regulations and the ACCJC “Policy on Distance Education and Correspondence Education.”

The REC Policy can be seen at: [http://www.lasc.edu/students/classes-areas-of-study/online_classes/LASC-Regular-Effective-Contact-Policy_Website.pdf](http://www.lasc.edu/students/classes-areas-of-study/online_classes/LASC-Regular-Effective-Contact-Policy_Website.pdf)

The Department of Education Program Review Report (June 2017) states that “[LASC] must review and revise its distance education policies and procedures to ensure that faculty and students maintain documented regular and substantive interaction, for each distance education course.”

**Item for Review:** Syllabus

<table>
<thead>
<tr>
<th>Item for Review: Syllabus</th>
<th>Where to Find (one or more of these areas)</th>
<th>Comments/Observations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Syllabus</td>
<td><strong>Yes</strong>/<strong>No</strong></td>
<td></td>
</tr>
</tbody>
</table>

Interacting online with students for the number of in-person contact hours that are replaced with online instruction.

For hybrid courses, any class time that is replaced with online content and activities should include regular effective contact. Faculty should include:

1. **Attendance Policy**
   - The syllabus includes an attendance policy that addresses how often students need to participate online.

2. **Syllabus**
   - The syllabus includes an instructor response time—how long students should expect to wait for a response to an email, etc. (see LASC REC #1).

3. **Instructor response time—how long (one or more of these areas)**
   - Pages area in Canvas
   - Module
   - Embedded on Home Page
   - Document
text or as a link to document
   - “Syllabus” on Navigation Menu as
   - Syllabus is easy to locate

The REC policy can be seen at: [http://www.lasc.edu/students/classes-areas-of-study/online_classes/LASC-Regular-Effective-Contact-Policy_Website.pdf](http://www.lasc.edu/students/classes-areas-of-study/online_classes/LASC-Regular-Effective-Contact-Policy_Website.pdf)

**Hybrid Course Regular Effective Contact Checklist**
<table>
<thead>
<tr>
<th>Item for Review: Discussions</th>
<th>Yes/No</th>
<th>Comments/Observations/Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>There should be weekly discussion forums in the Canvas shell (see LASC REC #3c)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discussions should be graded (worth points) and on academic topic (see LASC REC #3c)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructor participation should occur when the discussion is still open/before the due date. Instructors should be participating in discussion; there should be instructor responses to at least 25%-50% of student posts. Instructor participation should occur when the discussion is still open/before the due date.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discussions have talk bubble icons next to them in Modules</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modules! ♦ Discussions!</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discussions have talk bubble icons next to them in Modules</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modules! ♦ Discussions!</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discussions have talk bubble icons next to them in Modules</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modules! ♦ Discussions!</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discussions have talk bubble icons next to them in Modules</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modules! ♦ Discussions!</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discussions have talk bubble icons next to them in Modules</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modules! ♦ Discussions!</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discussions have talk bubble icons next to them in Modules</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modules! ♦ Discussions!</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Hybrid Course Regular Effective Contact Review Checklist

Version 1.1
Academic Senate Approved February 27, 2018

When and how synchronous contact will occur is included in syllabus (ex: Canvas Chat, CCC Confer, ConferNow)
(see LASC REC #3c).

1. Academic topics (see LASC REC #3c) are worth points (and on an academic topic). Discussions should be graded.

2. There should be weekly discussion forums in the Canvas shell (see LASC REC #3c).

3. Instructor participation should occur when the discussion is still open/before the due date. Instructors should be participating in discussion; there should be instructor responses to at least 25%-50% of student posts. Instructor participation should occur when the discussion is still open/before the due date.

4. Discussions have talk bubble icons next to them in Modules.
<table>
<thead>
<tr>
<th>Item for Review</th>
<th>Where to Find</th>
<th>Comments/Observations/Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assessment Feedback</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assessments must go beyond automatically-graded multiple-choice quizzes (see LASC REC #3e)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assignments (go to SpeedGrader to see comments and feedback left in rubrics)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discussions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quizzes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feedback should be timely (submitted a recommended 7-10 days after the assessment is due) (see LASC REC #3e)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Synchronous Contact</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructors should be available for synchronous contact with students every week for at least 20 minutes in order to answer questions and offer guidance as a kind of online office hours (see LASC REC #4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chat area in Canvas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conferences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ConferNow (Event Recordings)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CCCConfer (Event Recordings)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ConferZoom (Event Recordings)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>You may want to confirm with instructor that sessions weren’t created outside of Canvas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chat area in Canvas</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Hybrid Course Regular Effective Contact Review Checklist