

AP 4B3 Distance  
Education

**Proposed Addition to**  
**Kern Community College District Board Policy Manual**  
**Section Four –Students - Educational Services**

Governance Process: Share as Information Only

Reason for Revision: To Establish District Procedure

4B3 The faculty member teaching an online or hybrid course shall-should:

1. Respond to student questions, emails, and other communications within 72 48 hours, non-instructional days and leave days excepted;
2. Regularly (at least twice a week) initiate contact with students in the online classroom to determine that they are accessing and comprehending course materials and that they are participating regularly in the activities of the course; through the posting of class announcements and/or assignments;
3. Monitor student-to-student interaction in classroom activities requiring interaction;
4. Integrate regular assessment of student comprehension and learning;
5. The faculty member shall-Select and incorporate some combination of the following student authentication strategies to verify or authenticate that the student who registers in the course is the same student who participates in and completes the course and receives the academic credit:
  - a. Use proctors for tests and require id's
  - b. Use an originality tool like Turnitin to prevent plagiarism
  - c. Become familiar with students' individual writing styles by requiring a variety of writing tasks, such as discussion forums, paragraph-length answers on exams, and formal research papers.
  - d. Require specific research paper topics for which the instructor knows the secondary sources thoroughly

- e. Employ a lock-down browser system, like such as Moodle's Full Screen Pop-up w/some Java Script Security tool, to prevent students from exiting the exam and surfing the web for answers
  - f. Modify assessment artifacts between semesters
  - g. Design test questions to be randomly drawn from banks of questions and shuffled so that each student gets a different set of questions
  - h. Design tests to be open-book but with a limited amount of time to complete
  - i. Require forced completion on exams so student cannot re-enter a test.
  - j. Set a short window for testing completion, i.e., one or two days to take an exam rather than a week
  - k. Create a unique password for each exam
6. Provide information to students regarding items 1-45 above on the class syllabus.
7. The faculty member teaching an online or hybrid course shall should include all orientation materials prescribed in Article 4.G.4 course syllabus information as described in the CCA contract within the District's adopted class management system class Moodle and likewise shall conduct all discussion forums, wikis, and other student-to-student class interactivity entirely within this class management system. the class Moodle.

Approved by VP's 8/8/12  
Approved by Chancellors Cabinet 8/14/12  
Consultation Council 11/27/12  
Admin Council 6/3/13  
Chancellor's Cabinet 6/25/13  
Consultation Council 11/26/13  
Consultation Council 12/9/13