

**Section Four—Students/Instructional Services
Governance Processes Relative to the
District Board Policy Manual
and Collegial Consultation
With Academic Senates**

Employ the Process of Mutual Agreement

Policies: None

Procedures: None

Appendices: None

Rely Primarily Upon the Advice and Judgment

- Policies:**
- (1) **4A2**, Student Responsibilities (*includes Policies 4A2A through 4A2G*)
 - (2) **4A3**, Matriculation (*includes Policies 4A3A through 4A3G*)
 - (3) **4A4**, Prerequisites, Corequisites, and Advisories on Recommended Preparation (*includes Policies 4A4A through 4A4E*)
 - (4) **4A6**, Admission to Impacted Programs (*includes Policies 4A6A through 4A6K*)
 - (5) **4A9**, Instructional and Other Materials (*includes Policies 4A9A through 4A9D*)
 - (6) **4B1**, Educational Programs (*includes Policies 4B1A through 4B1D1*)
 - (7) **4B5**, Program Review
 - (8) **4B7**, Articulation (*includes Policies 4B7A through 4B7C*)

Rely Primarily Upon the Advice and Judgment (continued)

- (9) **4B10A**, (re: guest/visitors) *(includes Policies 4B10A1 through 4B10A7)*
- (10) **4B10B** (re: guest/visitors)
- (11) **4B11**, Controversial Issues in Curriculum *(includes Policies 4B11A through 4B11C)*
- (12) **4C**, Academic Regulations *(includes Policies 4C1 through 4C7)*
- (13) **4D**, Minimum Graduation Requirements *(includes Policies 4D1 through 4D1G)*

Procedures: None

Appendices: None

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

Governance Process:

Reason for Revision: To Establish District Procedure

- 4B3** The faculty member teaching an online or hybrid course shall ~~should~~ engage in regular and effective student contact:
- a. Respond to student questions, emails, and other communications within ~~48~~ 72 48 hours, non-instructional days and leave days excepted:
 - b. 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 and regular and effective contact; for the purpose of regularly assessing student comprehension and learning:
 - c. Monitor student-to-student interaction in classroom activities requiring interaction;
Integrate regular assessment of student comprehension and learning;
 - d. The ~~faculty member shall~~ Select and incorporate some combination of the following student authentication strategies to verify student identity or authenticate the originality of work. ~~that the student who registers in the course is the same student who participates in and completes the course and receives the academic credit:~~
 1. Use proctors for tests and require id's
 2. Use an originality tool like Turnitin to prevent plagiarism

3. 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.
 4. Require specific research paper topics for which the instructor knows the secondary sources thoroughly
 5. 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
 6. ~~Modify assessment artifacts between semesters~~
 6. Design test questions to be randomly drawn from banks of questions and shuffled so that each student gets a different set of questions
 7. Design tests to be open-book but with a limited amount of time to complete
 8. Require forced completion on exams so student cannot re-enter a test.
 9. Set a short window for testing completion, i.e., one or two days to take an exam rather than a week
 10. Create a unique password for each exam
- e. Provide information to students regarding items 1-45 above on the class syllabus.
- f. The faculty member teaching an online or hybrid course shall ~~should~~ include all orientation materials prescribed in Article 4.C.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 the 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
Chancellor's Cabinet 01/21/14
Consultation Council 01/28/14 – unsure if reviewed
Reviewed by VP's 12/17/14
Admin 1/7/15

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

Governance Process:

Reason for Revision: To Establish District Procedure

Distance Education

4B3 Distance Education *(Revised June 11, 2009)*

- 4B3A Distance Education means instruction in which the instructor and the student are separated by distance and interact through the assistance of communication technology. ~~(Title 5, Section 55200)~~
- 4B3B The same standards and judgment of course quality shall be applied to any portion of a course through distance education as are applied to traditional classroom courses. ~~(Title 5, Section 55202)~~
- 4B3C Any portion of a course conducted through distance education must include regular effective contact between instructor and students through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, correspondence, voice mail, e-mail, or other activities. ~~(Title 5, Section 55204)~~
- 4B3D If a portion of the instruction in a proposed or existing course or course section is designed to be provided through distance education, the course shall be separately reviewed and

approved using both College and District course approval procedures. ~~(Title 5, Section 55206)~~

4B3E Instructors of course sections delivered by distance education technology 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 section offered by distance education shall be determined by, and be consistent with, other district procedures related to faculty assignments.

Procedures for determining the number of students assigned to courses provided through distance education may be reviewed by the Curriculum Committee.

Nothing in this section shall be construed to impinge upon or detract from negotiated agreements between the exclusive representatives and the Board of Trustees. ~~(Title 5, Section 55208)~~

~~4B3F — The District Office shall:~~

~~1. Maintain records and report data through the Chancellor's MIS program regarding numbers of students and faculty participating in distance education.~~

~~2. Report to the Board of Trustees by August 31st each year regarding distance education activities.~~

~~3. Provide other information as required or requested.
(Title 5, Section 55210)~~

4B3GF Attendance accounting shall be consistent with the California Community Colleges Chancellor's Office Student Attendance Accounting Manual for calculating Distance Education FTES. ~~(Title 5, Section 58003.1)~~