

Hi Professor,

Sorry to bother you, but I just want to make sure you're aware of a recent policy update for our online and hybrid courses. All online and hybrid courses need to have at least 2 announcements per-week in their Canvas classes. It appears you are using the Canvas Announcements but not always making 2 announcements per week. The requirement of 2 per week is to address a district policy as well as to respond to our accreditation compliance notice. I'm including, below, a recent announcement from Academic Senate President Jeff Keele regarding this issue, and attaching the relevant policy.

If you have any questions or concerns about how to meet this goal, please don't hesitate to contact me. I'm here to support you!

*Sarah*

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*Sarah Phinney*

*Educational Media Design Specialist,  
DE Coordinator, Canvas Administrator*

Porterville College

[Center for Instructional Technology](#)

559-791-2380

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**From:** Jeff Keele

**Sent:** Tuesday, February 12, 2019 12:40 PM

**Subject:** URGENT: PC Plan to address ACCJC's Compliance recommendation in Distance Education -- Please Act

**Importance:** High

Colleagues:

In response to the accreditation compliance notice we received (which I emailed about a couple of weeks ago), our Distance Education committee proposed and the Academic has approved the attached amended policy on "Regular and Effective Contact" in distance education classes. I want to thank the people on our Distance Education Committee for their impressive and rapid response to this problem.

The most pressing component that most directly addresses how we are responding and what we need each on-line instructor to do immediately is addressed in the section, starting on page 1 and headed "INSTRUCTOR-INITIATED CONTACT".

**Please, if you are not currently, or have not to this date, included one of the three options for documentable instructor-initiated contact, make that adjustment through any one of the three options proposed in the policy – whichever one is most convenient and appropriate to your current class system.**

**Because the ACCJC team will be making a follow-up visit in Fall 2019 and looking at our online classes from THIS SEMESTER, we must be sure that we are immediately implementing at least these minimum, documentable practices to demonstrate faculty to student contact.**

If the policy is not clear to you, or if you are unsure what change you may need to make to assure that your own online class is compliant, our distance education committee co-chairs, Karen Bishop and Sarah Phinney are likely the two people on campus most prepared and able to answer your questions. The Academic Senate and CCA have both considered and given approval to have a classified staff member survey all of our current online classes and make a contact with faculty who are teaching online if any class's CANVAS shell does not include clear evidence of instructor-initiated contact that will be evident to the ACCJC team this fall. Sarah Phinney has been asked to make that survey. She is not evaluating our courses and her message to an instructor is not a part of that instructor's evaluation. However, I implore each of you, please make your best effort to ensure that clear evidence is visible in Canvas. If Sarah tells you that she can't see it, please work cordially with her to understand what you can do to make the evidence visible. The fact that in some of our classes that evidence was not visible in our standard operating system is the reason we are out of compliance. Sarah's input is not punitive; she has been asked to identify classes where the necessary evidence is not visible and let the instructor know. She is our best resource for helping any of us learn how to make our ongoing interactions with students part of the visible canvas record for accreditation purposes.

Thank you, each, for your continued efforts to help all of our students achieve their potential and reach their goals.

Sincerely,

Jeff

*Jeff Keele, Ph.D.  
Professor of Political Science*

*Academic Senate President*

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**PORTERVILLE COLLEGE**