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**Kern Community College District**  
**Board Policy**  
Chapter 4 – Students/Instructional Services

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**4B3 Distance Education**

- 4B3A Distance Education means instruction in which the instructor and the student are separated by distance and interact through the assistance of communication technology.
- 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.
- 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.
- 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.
- 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.

4B3F Attendance accounting shall be consistent with the California Community Colleges Chancellor's Office Student Attendance Accounting Manual for calculating Distance Education FTES. (See Procedure 4B3)

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**Kern Community College District**  
**Administrative Procedure**  
Chapter 4 – Students/Instructional Services

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**AP 4B3**     **Distance Education**

- 4B3** The faculty member teaching an online or hybrid (face-to-face and online credit instruction) course shall engage in regular and effective student contact:
- a. Respond to student questions, emails, and other communications within 48 hours, Saturdays, Sundays, non-instructional days and leave days excepted;
  - b. Regularly (at least twice a week) initiate contact with students in the online classroom;
  - c. Monitor student-to-student interaction in classroom activities requiring interaction;
  - d. Select and incorporate some combination of the following student authentication strategies to verify student identity or authenticate the originality of work.
    1. Use proctors for tests and require id's.
    2. Use an originality tool 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, to prevent students from exiting the exam and surfing the web for answers.
    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 – 4 above on the class syllabus.
- f. The faculty member teaching an online or hybrid course shall include all course syllabus information as described in the CCA contract within the District's adopted class management system and likewise shall conduct all discussion forums, wikis, and other student-to-student class interactivity entirely within the class management system.