

Article 13.A.4

“There shall be a certification process for regular and effective contact. The Academic Senate in consultation with the Faculty Association and the District will create a rubric that identifies regular and effective contact. The rubric will be used only to determine regular and effective contact. This certification process is separate and distinct from the SPOT certification process.”

Article 13.A.5

“A certified chair or certified designee may be granted access after a two (2) day notification period for no longer than one (1) week to visit a DL course to ensure that regular and effective contact is occurring....”

These articles require the development of a certification process to certify reviewers of regular and effective contact as well as a rubric to be used by the certified reviewers to determine regular and effective contact. Below is an outline of a draft process for the certification as well as components for the rubric.

Contracted Required Regular and Effective Review Certification Process:

The following is an outline of the process for the reviewer to become certified:

- I. Certification includes a one-time hands-on training through POD
- II. Trainers are Distance Learning “Champions”. May be members of the Distance Learning Committee (DLC), previous committee members who were SPOT certified in the last three years, or managers and/or faculty who have demonstrated knowledge and training in Distance Learning.
- III. Training would be broken down into four parts:
 - a. Review of Regular and Effective Contact Rubric (REC Rubric)
 - b. Demonstration of Reviewing DL Courses with respect to the REC Rubric by the trainer. This would allow the attendees to see how they would review a course using the rubric.
 - c. Attendees would then have the hands on portion in which they would use the rubric to review a course.
 - d. Trainer will assess the attendees review with them and then approve of their certification as a reviewer for regular and effective contact. (This could be done after the training sessions has occurred).

The Regular and Effective Contact Rubric has the following components:

13.A.1 Regular and effective contact equivalent to a traditional class applies to any portion of a course delivered through distance learning ...

- All distance learning classes, 100% online or hybrid, will show regular and effective contact. In hybrid classes, the portion of class time that is online must show regular and effective contact. (13.A.1)
- Each professor teaching a DL course (100% online or hybrid) is required to have the same amount of regular and effective instructional hours as in non-distance learning classes. These hours include but are not limited to group or individual meetings, orientation and review sessions, seminars or study sessions, field trips, telephone contact, voice mail, email, implementation of instructor-created materials, feedback on assignment, discussion forums, video conferencing, and bogs as described in each instructor's syllabus. (13.A.1)
- **Instructor-initiated contact:** it should be regular not sparingly in a semester. The DL Amendment Form's DL Course Components and Delivery Method specify regular and effective contact initiated by the instructor. See Distance Learning Committee website and DL Courses for the specific course under review.
- **Student-to-student contact:** The DL Amendment Form's DL Course Components and Delivery Method specify regular and effective contact initiated by the instructor. See Distance Learning Committee website and DL Courses for the specific course under review.
- Course content and assignments for all weeks of the course should not be open to students to work on at the same time; if it were, that would enable students to finish the course work in a weekend or a week.
- Course delivery should show instructor-initiated regular and effective contact *in addition to* commercially available course packs or commercial learning management systems that automate communication to students and that automate interactions with students that appear to not need the presence of the instructor (e.g., vendor course packs that "deliver" textbook materials, lecture notes, study guides, test banks and automated feedback generated by artificial intelligence instead of the instructor.)

A Certification Process for Regular and Effective Contact

References

AP 4105 Distance Learning

Distance Learning Course Amendment Forms

FA Agreement:

H.4.c Classroom Visitation Evaluation of DL Faculty

A. Class Dynamics

- Encourages student communications and interactions in the course website (p. 158)
- Communicates effectively in course website.

B. Teaching Strategies and Techniques

- Demonstrates effective and regular contact with students.

C. Class Preparation and Subject Matter Expertise

- Course delivery agrees with Methods of Instruction listed in Distance Learning Course Amendment Form for this course (p. 159)