1. Definition: Distance education (DE) is a mode of education and instruction which uses one or more technologies to deliver course content to students who are separated from the instructor and which supports regular and substantive interaction between the students and instructor, either synchronously or asynchronously.

2. Authentication: Consistent with federal regulations pertaining to federal financial aid eligibility, the District authenticates and verifies that the student who registers in a DE course is the same student who participates in and completes the course or program and receives the academic credit. At the time of registration, the District provides each student with a statement of the process in place to protect student privacy.

   The office of Academic Affairs utilizes one or more of the following to authenticate or verify the student's identity:
   
   - Secure Credentialing/Login and Password:
     - Students are issued a specific 7-digit ID and Password.
     - Students access DE courses through the College’s Course Management System using a static URL link.
   - Proctored Examinations:
     In addition to the authentication login, students in the Nursing Program are required to take online exams in person with a faculty member present as a proctor.

3. Accessibility: The College adheres to all state and federal rules and regulations regarding accessible content.

4. Separate Course Approval: ($§55206) When any portion of the instruction in a newly proposed or existing course or course section is designed to be provided through distance education, an addendum to the official course outline of record will be required. The addendum documents that the online section meets the same standard of course quality as the traditional face-to-face class with respect to the following:
   - course objectives and content;
   - assignments and assessments;
   - methods of instruction;
   - student to faculty ratio;
   - required textbook;
   - posted expectations for student time commitment; and
   - posted policies and procedures, including frequency of logging in and expectations for completion of work.
All DE courses approved by the College’s Distance Education Committee (a subcommittee of the Curriculum Committee) under this procedure will continue to be in effect unless there are substantive changes of the course outline.

5. Instructor Contact: All DE courses at Ohlone College, whether hybrid or fully online, will include regular effective contact and substantive interaction as described below. The course will be designed in a manner that will ensure regular contact is maintained throughout the instructional term.

   o Initiated Instructor-to-Student Interaction: Instructors will regularly initiate interaction with students to determine that they are accessing and comprehending course material and that they are participating regularly in the activities in the course. Frequency of instructor-to-student contact in distance education courses is comparable to a corresponding face-to-face class. Formats and tools suggested to facilitate this kind of contact include regular announcements (text, audio/video, weekly updated home page, etc.), discussion boards (with appropriate instructor participation), web conferencing, live chat, email, electronic versions of class lectures or other classroom presentations (written, audio or video recorded) authored by the instructor, timely feedback on student work, and other collaboration tools.

   o Initiated Student-to-Student Interaction: Instructors will regularly initiate and/or facilitate interaction between students. Frequency of student-to-student contact in distance education courses is comparable to a corresponding face-to-face class. Formats and tools suggested to facilitate this kind of interaction include discussion boards, web conferencing, live chat rooms, email, blogs/wikis, group projects, and other student collaboration tools.

6. Faculty Preparation: DE Instructors shall be trained to teach in the specific distance education delivery method in alignment with all state and federal rules, regulations, and negotiated agreements.

Recommended by Academic Senate on April 17, 2019
Adopted: April 24, 2019