Pierce College Regular Effective Contact Policy

Title 5, Section 55204.   Instructor Contact.

In addition to the requirements of section 55002 and any locally established requirements applicable to all courses, district governing boards shall ensure that:

a) Any portion of a course conducted through distance education includes regular effective contact between instructor and students, and among students, either synchronously or asynchronously, 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. Regular effective contact is an academic and professional matter pursuant to sections 53200 et seq.

b) Any portion of a course provided through distance education is conducted consistent with guidelines issued by the Chancellor pursuant to section 409 of the Procedures and Standing Orders of the Board of Governors.

Note: Authority cited: Sections 66700 and 70901 and 70902, Education Code

Regular Effective Contact Guidelines

All DE courses at Los Angeles Pierce 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. In addition to faculty-initiated interaction comparable to what would be established in a regular, face to face course, contact should occur as often as is appropriate for the course, but not less than once per week.

➢ Formats and tools suggested to facilitate this kind of contact include:
  ➢ regular announcements (text, audio/video, weekly updated home page, etc.)
  ➢ discussion boards
  ➢ web conferencing
  ➢ electronic versions of class lectures or other classroom presentations (written, audio or video recorded) authored by the instructor
  ➢ timely, individualized feedback on student work
  ➢ and other collaboration tools

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○ Initiated Student-to-Student Interaction:

Learning is a social process in which new knowledge is acquired through interaction and discussion with others. For this reason, it is essential that instructors provide opportunities for student to student interaction around the content. Additionally, the purpose of student-to-student interaction is to develop community and connection within the online format. Frequency of student-to-student contact in distance education courses is comparable to a corresponding face-to-face class. Instructors will regularly initiate and/or facilitate interaction between students at a minimum on a weekly basis. Formats and tools suggested to facilitate this kind of interaction include:

- ➢ discussion boards
- ➢ web conferencing
- ➢ live chat rooms
- ➢ blogs/wikis
- ➢ group projects
- ➢ and other student collaboration tools

The student-to-student interaction in a hybrid or partially online course may be met in the face to face portion of the class, except for courses that only meet for testing.

Additional Recommendations

- ➢ A variety of methods and resources appropriate to the subject matter and discipline should be used to initiate and maintain contact with students.
- ➢ Interaction should be substantive, i.e. communication that furthers or assesses learning, rather than being organizational or procedural in nature.
- ➢ It is suggested that faculty include clear expectations for frequency and timeliness of instructor-initiated contact and feedback in the syllabus.
- ➢ An explanation of course policy regarding student-initiated contact (location of assignments, where to post questions, etc.) should be included in the course syllabus.

Approved by the Distance Education and Instructional Technologies Committee, April 15, 2020.
Approved by the Pierce Academic Senate May 4, 2020