

# Academic Senate of MERCED COLLEGE

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## RESOLUTION

First Reading: April 26, 2012

Second Reading/Action (Date): May 10, 2012 Pass/Fail Passed

RESOLUTION NO. 7-12

Subject: Update Administrative Procedure 4105, Distance Education

Mover: Michael E. Johnson Discipline: Economics

Seconder: Dee Near Discipline: Library Science

**Whereas**, new federal regulations have been established regarding California Community College District responsibility to verify student access and student privacy, and

**Whereas**, the Merced College Distance Education Committee and the Curriculum Committee have approved revised language recommendations for Administrative Procedure 4105, Distance Education,

**Therefore be it resolved, that the Merced College Academic Senate recommends adoption of the revised language for Administrative Procedure 4105, Distance Education as attached.**

## **Current Procedure**

### **ADMINISTRATIVE PROCEDURE 4105 - Distance Education**

*Reference: Title 5, Section 55370 et seq., Accreditation Standard 4.D.6 and 7*

#### Course Approval

Each proposed or existing course offered by distance education shall be reviewed and approved separately.

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Administrative Procedure 4020, Program and Curriculum Development. Distance education courses shall be approved under the same conditions and criteria as all other courses.

#### Certification

When approving distance education courses, the Board of Trustees will certify the following:

- **Course Quality Standards:** The same standards of course quality are applied to the distance education courses as are applied to traditional classroom courses.
  
- **Course Quality Determinations:** Determinations and judgments about the quality of the distance education course were made with the full involvement of the Curriculum Committee approval procedures.
  
- **Instructor Contract:** Each section of the course that is delivered through distance education will include regular effective contact between instructor and students.

#### Duration of Approval

All distance education courses approved under this procedure will continue to be in effect unless there has been a sunset date stipulated by the Curriculum Committee or there are substantive changes of the course outline.

Adopted 8/6/02

## **PROPOSED Procedure**

### **ADMINISTRATIVE PROCEDURE 4105 Distance Education**

#### **References:**

Title 5 Sections 55200 et seq., Accreditation Standard XXX, U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended; 34 Code of Federal Regulations Part 602.17.

**Definition:** Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology.

**Student Verification and Privacy:** Consistent with federal regulations pertaining to federal financial aid eligibility, the District must authenticate or verify that the student who registers in a distance education or correspondence education courses is the same student who participates in and completes the course or program and receives the academic credit. The District will provide to each student at the time of registration, a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any.

The Chief Instructional Officer shall utilize one or more of these methods to authenticate or verify the student's identity:

- *secure credentialing/login and password;*
- *proctored examinations; or*
- *new or other technologies and practices that are effective in verifying student identification.*

The Chief Instructional Officer shall establish procedures for providing a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any, to each student at the time of registration.

**Course Approval:** Each proposed or existing course offered by distance education shall be reviewed and approved separately. Separate approval is mandatory if any portion of the instruction in a course or a course section is designed to be provided through distance education.

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Administrative Procedures 4020, Program and Curriculum Development. Distance education courses shall be approved under the same conditions and criteria as all other courses.

**Certification:** When approving distance education courses, the Board of Trustees will certify the following:

Course Quality Standards: The same standards of course quality are applied to the distance education courses as are applied to traditional classroom courses.

Course Quality Determinations: Determinations and judgments about the quality of the distance education course were made with the full involvement of the curriculum committee approval procedures.

Instructor Contact: Each section of the course that is delivered through distance education will include regular effective contact between instructor and students.

**Duration of Approval:** All distance education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline.

Revised: 7/02, 8/03, 8/06, 8/07, 2/08, 7/11, 5/12