

Regular Effective Contact

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The Federal Government

Distance education means...

Education that uses one or more of the technologies listed in paragraphs (1) through (4) to deliver instruction to students who are separated from the instructor and to **support regular and substantive interaction between the students and the instructor**, either synchronously or asynchronously. The technologies may include—

(1) The internet;

(2) One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;

(3) Audioconferencing; or

(4) Video cassettes, DVDs, and CD-ROMs, if the cassettes, DVDs, or CD-ROMs are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3).

Code of Federal Regulations, Title 34, §602.3

The Federal Government

Correspondence education means...

- (1) Education provided through one or more courses by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor.
- (2) Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student.**
- (3) Correspondence courses are typically self-paced.
- (4) Correspondence education is not distance education.

Code of Federal Regulations, Title 34, §602.3

The ACCJC

Distance education is...

defined, for the purpose of accreditation review as a formal interaction which uses one or more technologies to deliver instruction to students who are separated from the instructor and which **supports regular and substantive interaction between the students and instructor**, either synchronously or asynchronously.

(Same as what the Feds say.)

ACCJC Guide to Evaluating Distance and Correspondence Education, 2013

The State (Title 5)

Instructor contact means...

(a) Any portion of a course conducted through distance education **includes 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. **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.

The Chancellor's Office

Guideline for Title 5 §55204:

This section defines what contact must be maintained between instructor and student...

Subdivision (a) stresses the responsibility of the **instructor in a DE course to initiate regular contact with enrolled students** to verify their participation and performance status. The use of the term “regular effective contact” in this context suggests that **students should have frequent opportunities to ask questions and receive answers** from the instructor of record.

The Chancellor's Office

Guideline for Title 5 §55204 (cont.):

subdivision (b), establishes... **districts and/or colleges will need to define “effective contact” including how often, and in what manner instructor-student interaction is achieved.** It is important to **document regular effective contact and how it is achieved.** Since regular effective contact was declared an academic and professional matter, this documentation **must include demonstration of collegial consultation with the academic senate**, for example through its delegation to the local curriculum committee.

The Statewide Academic Senate

ASCCC defers to Title 5 §55204:

- (a) Any portion of a course conducted through distance education includes 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. **Regular effective contact is an academic and professional matter pursuant to sections 53200 et seq –**

Title 5 §53200 (11):

...academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

Distance Education v. Correspondence Education – Regular Effective Contact.

ASCCC, 2014.

SJDC Administrative Procedure

Administrative Procedure 4105, Section 2 (b):

As distinct from correspondence courses, all distance education courses are required to maintain regular effective substantive contact between the professors and students, in accordance with Title V. **Regular effective substantive contact is defined as professor-initiated interaction and responsive interaction by the professor to students.**

Adopted 2-12-15

SJDC Distance Education Plan

SJDC Distance Education Plan, Section III (A), 2014:

Distance Education is instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology. Distance education course have **regular and substantive interaction between the students and the instructor.**

SJDC Distance Education Plan, Section IV (B), 2014:

As distinct from correspondence courses and automated, homogenized publisher developed classes, all distance education courses are required to maintain regular effective substantive contact between the professor and students, in accordance with Title V. **Regular effective substantive contact is defined as professor-initiated interaction and responsive interaction by the professor to students.**

Curriculum Committee Approval 1-27-15

Academic Senate Approval 2-4-15

SJDC Distance Education Plan

SJDC Distance Education Plan, Section IV (B), 2014:

Professor-initiated interaction shall occur at least weekly and may include one or more of the following contact methods:

- E-mail
- Private message
- Announcements
- Chat Rooms
- Individualized feedback to student tests and assignments
- Individual forum / threaded discussion responses
- Telephone / voicemail
- Webcam / webcast

Curriculum Committee Approval 1-27-15

Academic Senate Approval 2-4-15

SJDC Distance Education Plan

SJDC Distance Education Plan, Section IV (B), 2014:

Responsive interaction shall occur within 48 hours of student-initiated contact (weekends and holidays excluded) and may include:

- E-mail / Private message
- Answers to questions raised in online forums
- Telephone / voicemail

Regular Effective Student-Student Contact:

It is recommended that all distance education courses contain a general forum for student-to-student contact.

Curriculum Committee Approval 1-27-15

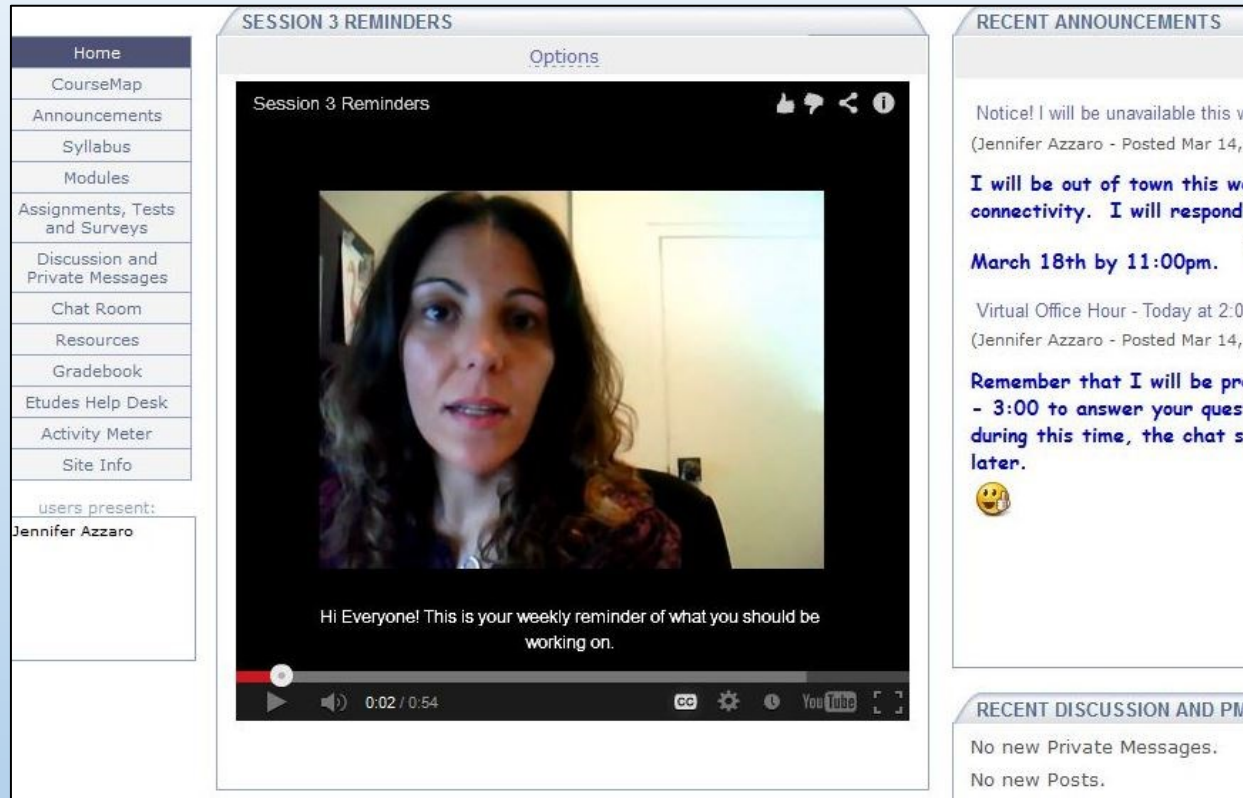
Academic Senate Approval 2-4-15

- ✓ We now know what Regular Effective Contact is...
and isn't.
- ✓ We've defined it and documented it.

How can we follow these guidelines?

How can we engage our students?

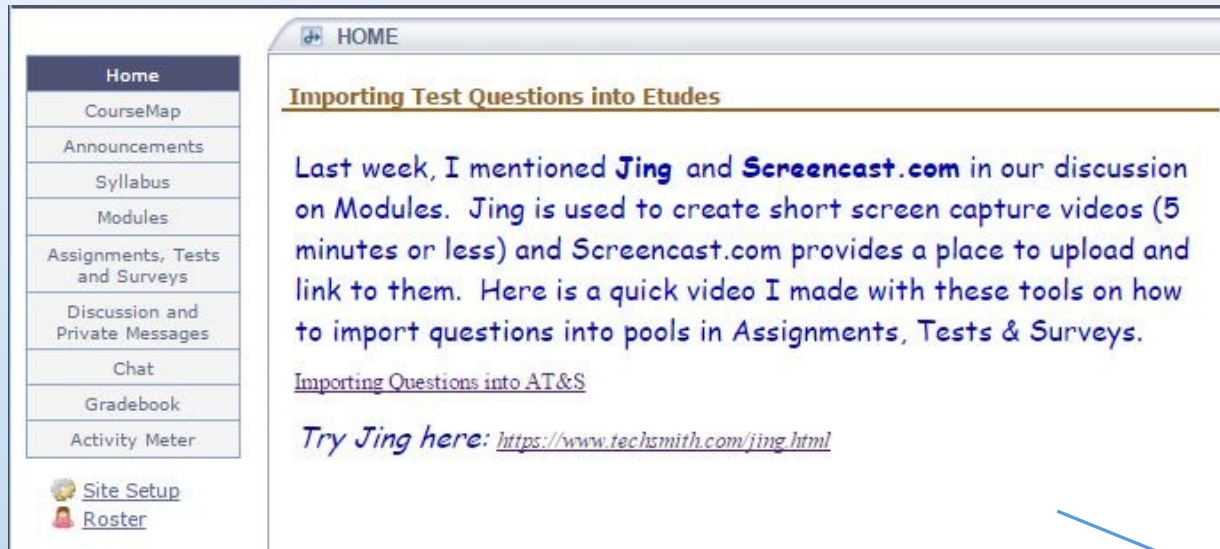
Post Announcement Videos



The screenshot displays a Blackboard LMS interface. On the left is a navigation sidebar with the following menu items: Home, CourseMap, Announcements, Syllabus, Modules, Assignments, Tests and Surveys, Discussion and Private Messages, Chat Room, Resources, Gradebook, Etudes Help Desk, Activity Meter, and Site Info. Below the menu, it shows 'users present: Jennifer Azzaro'. The main content area is titled 'SESSION 3 REMINDERS' and features a video player. The video is titled 'Session 3 Reminders' and shows a woman speaking. The video player controls at the bottom indicate a duration of 0:02 / 0:54. To the right of the video player is a 'RECENT ANNOUNCEMENTS' section with the following text: 'Notice! I will be unavailable this we (Jennifer Azzaro - Posted Mar 14, 2014)', 'I will be out of town this we connectivity. I will respond March 18th by 11:00pm.', and 'Virtual Office Hour - Today at 2:00 (Jennifer Azzaro - Posted Mar 14, 2014)'. Below this is another announcement: 'Remember that I will be pre - 3:00 to answer your quest during this time, the chat se later.' followed by a smiley face emoji. At the bottom right, a 'RECENT DISCUSSION AND PM' section shows 'No new Private Messages.' and 'No new Posts.'

[Click to watch video](#)

Record Screen Captures



HOME

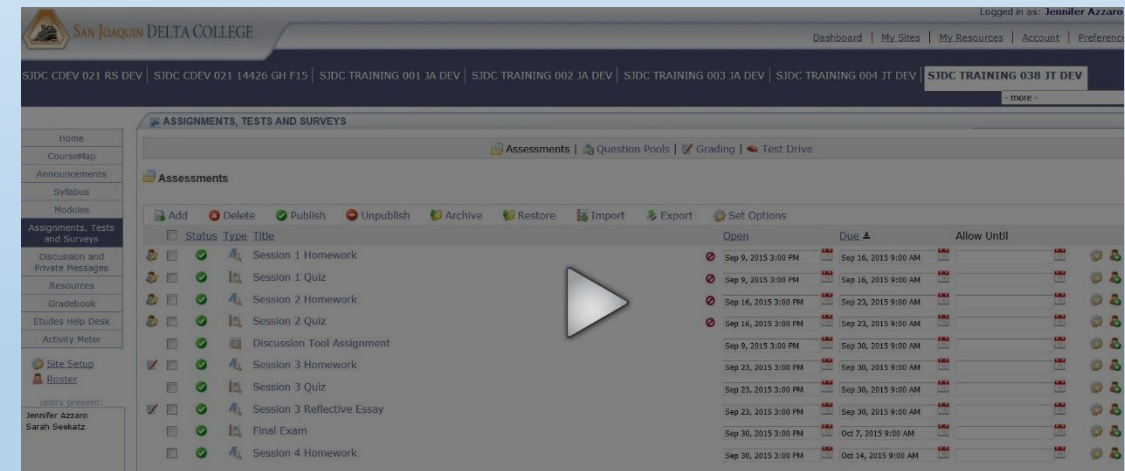
Importing Test Questions into Etudes

Last week, I mentioned **Jing** and **Screencast.com** in our discussion on Modules. Jing is used to create short screen capture videos (5 minutes or less) and Screencast.com provides a place to upload and link to them. Here is a quick video I made with these tools on how to import questions into pools in Assignments, Tests & Surveys.

[Importing Questions into AT&S](#)

Try Jing here: <https://www.techsmith.com/jing.html>

Home
CourseMap
Announcements
Syllabus
Modules
Assignments, Tests and Surveys
Discussion and Private Messages
Chat
Gradebook
Activity Meter
Site Setup
Roster



San Joaquin Delta College

Dashboard | My Sites | My Resources | Account | Preferences

SJDC CDEV 021 RS DEV | SJDC CDEV 021 14426 GH F15 | SJDC TRAINING 001 JA DEV | SJDC TRAINING 002 JA DEV | SJDC TRAINING 003 JA DEV | SJDC TRAINING 004 JT DEV | SJDC TRAINING 038 JT DEV

ASSIGNMENTS, TESTS AND SURVEYS

Assessments | Question Pools | Grading | Test Drive

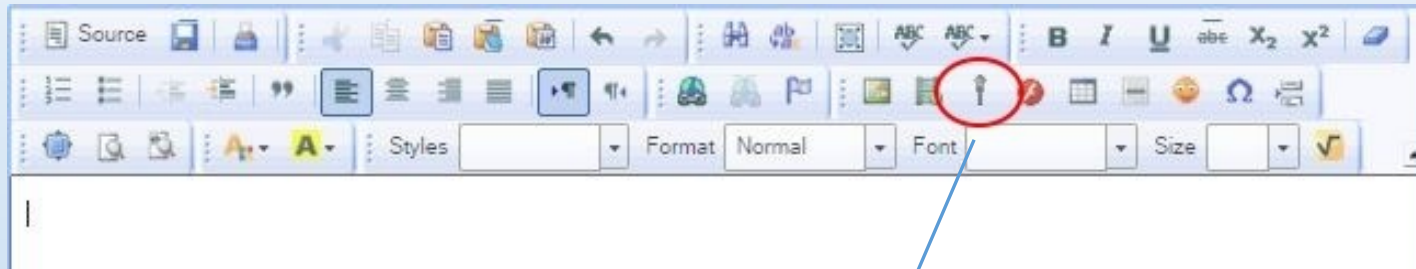
Assessments

Add Delete Publish Unpublish Archive Restore Import Export Set Options


| Status | Type | Title | Open | Due | Allow Until |
|-------------------------------------|------------|----------------------------|-------------------------------------|----------------------|----------------------|
| <input type="checkbox"/> | Homework | Session 1 Homework | <input type="checkbox"/> | Sep 9, 2015 3:00 PM | Sep 16, 2015 9:00 AM |
| <input checked="" type="checkbox"/> | Quiz | Session 1 Quiz | <input checked="" type="checkbox"/> | Sep 9, 2015 3:00 PM | Sep 16, 2015 9:00 AM |
| <input checked="" type="checkbox"/> | Homework | Session 2 Homework | <input checked="" type="checkbox"/> | Sep 16, 2015 3:00 PM | Sep 23, 2015 9:00 AM |
| <input checked="" type="checkbox"/> | Quiz | Session 2 Quiz | <input checked="" type="checkbox"/> | Sep 16, 2015 3:00 PM | Sep 23, 2015 9:00 AM |
| <input checked="" type="checkbox"/> | Assignment | Discussion Tool Assignment | <input checked="" type="checkbox"/> | Sep 9, 2015 3:00 PM | Sep 30, 2015 9:00 AM |
| <input checked="" type="checkbox"/> | Homework | Session 3 Homework | <input checked="" type="checkbox"/> | Sep 23, 2015 3:00 PM | Sep 30, 2015 9:00 AM |
| <input checked="" type="checkbox"/> | Quiz | Session 3 Quiz | <input checked="" type="checkbox"/> | Sep 23, 2015 3:00 PM | Sep 30, 2015 9:00 AM |
| <input checked="" type="checkbox"/> | Essay | Session 3 Reflective Essay | <input checked="" type="checkbox"/> | Sep 23, 2015 3:00 PM | Sep 30, 2015 9:00 AM |
| <input checked="" type="checkbox"/> | Exam | Final Exam | <input checked="" type="checkbox"/> | Sep 30, 2015 3:00 PM | Oct 7, 2015 9:00 AM |
| <input checked="" type="checkbox"/> | Homework | Session 4 Homework | <input checked="" type="checkbox"/> | Sep 30, 2015 3:00 PM | Oct 14, 2015 9:00 AM |

[Click to watch video](#)

Record Audio Clips




Oct 16, 2015 02:17 PM **Subject:** Session 2 - Modules Tool Discussion Quote Edit

 **Jennifer Azzaro**

Susie,

You may be particularly interested in the "Record Audio Clip" feature that is a part of the CK Editor (the text editor used in all of the Etudes tools, including this discussion board). This feature allows you to record up to 2 minutes of audio and embed it in your Module content, discussion posts, announcements and test / homework questions. Students can use the same feature to embed audio in their discussion posts or essays / short answer assignments. Here's a sample clip I used with a simple USB microphone plugged into my computer:



Posts: 15
Location: Stockton, Ca

Professional Development and Distance Education Coordinator, San Joaquin Delta College


Host a Virtual Office Hour

RECENT ANNOUNCEMENTS

[Options](#)

Virtual Office Hour - Today at 2:00!
(Jennifer Azzaro - Posted Mar 14, 2013 1:46 PM)

Remember that I will be present in the Chat Room today from 2:00 - 3:00 to answer your questions live! For anyone unable to log in during this time, the chat session will be logged for you to review later.



CHAT ROOM

[Options](#) [Permissions](#)

View

All chat messages are archived and can be read by any site participant.

Jennifer Azzaro (Mar 14, 2013 1:50 PM PDT) -----BEGIN OFFICE HOUR, MARCH 14-----

Mary Contrary (Mar 14, 2013 1:52 PM PDT) Hi Ms. Azzaro, can we start with questions about the homework? I don't understand part 3. Do I answer all the questions listed or just one?

Jennifer Azzaro (Mar 14, 2013 1:53 PM PDT) Hello Mary, you can choose one question from the list to answer.

Mary Contrary (Mar 14, 2013 1:53 PM PDT) Great, thanks!

Harry Hickenbothom (Mar 14, 2013 1:54 PM PDT) I developed three essay assignments in my course site. Is that enough?

Jennifer Azzaro (Mar 14, 2013 1:56 PM PDT) Hi Harry. Ideally, you should create one assignment and one test so that you can practice configuring the settings for each type of assessment. For example, a homework assignment is usually not timed, where a test is. For homework you will likely allow only one submission, but for tests you may choose to allow multiple.

Harry Hickenbothom (Mar 14, 2013 1:57 PM PDT) I see. Back to the drawing board!

Mary Contrary (Mar 14, 2013 1:57 PM PDT) Will you be posting a study guide for the final exam?


Jennifer Azzaro (Mar 14, 2013 1:58 PM PDT) No, but the questions on the final exam will be heavily weighted toward the Assignments, Tests & Surveys tool.

Create a Question & Answer Forum

DISCUSSION AND PRIVATE MESSAGES


[Discussion Home](#) [Search](#) [Recent Topics](#) [Member Listing](#) [Manage](#)
[My Profile](#) [My Bookmark](#) [Private Messages](#) [Mark All As Read](#)

You last visited on: Mar 22, 2013 4:34 PM
The date and time now is: Mar 22, 2013 4:40 PM

| Discussions | Scores | Topics | Posts | Last Message |
|---|--|--------|-------|---|
| Main Discussion Area | | | | |
|  Questions About the Course Need help? Ask here! | | 12 | 14 | Mar 14, 2013 6:46 PM Jennifer Azzaro → |
|  Assigned Class Discussions This forum is where you will respond to assigned class discussions. |  Grade Topics | 3 | 14 | Oct 19, 2012 12:00 AM Susie Swindlehurst → |

Notify students when you will be unavailable - *and* when they can expect contact to resume.

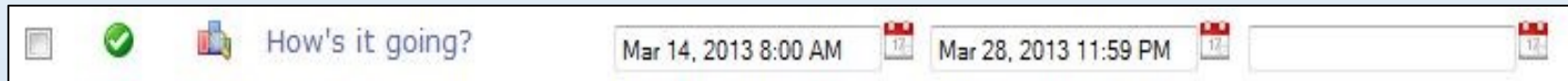
RECENT ANNOUNCEMENTS

 [Options](#)

Notice! I will be unavailable this weekend
(Jennifer Azzaro - Posted Mar 14, 2013 6:30 PM)

I will be out of town this weekend with very limited Internet connectivity. I will respond to all questions and posts on Monday, March 18th by 11:00pm. 

Ask students for input, early and often



What's working for you and what isn't? Please elaborate on what you find valuable about this training, and what could be improved. Your input is appreciated!




Answer

A screenshot of a rich text editor toolbar. The toolbar is divided into several sections. The first section contains a "Source" button and a printer icon. The second section contains icons for undo, redo, and various text alignment and bullet point options. The third section contains icons for text color, background color, and font style (bold, italic, underline). The fourth section contains icons for text color, background color, and font style. The fifth section contains dropdown menus for "Styles", "Format", "Font", and "Size".

Use Activity Meter proactively

 **Early Alert Monitor:** 6 students have not visited the site in the last 7 days



| <u>Name</u>  | <u>Private Message</u> | <u>First Visit</u> | <u>Last Visit</u> | <u>Site Visits</u> |
|---|---|-------------------------|--------------------------|--------------------|
| Bellwether, Bertha (berthabellwether@gmail.com) |  | - | - | - |
| Contrary, Mary (maryannecontrary@gmail.com) |  | Oct 30, 2011 6:17 PM | Mar 14, 2013 6:41 PM | 28 |
| Hack, Zack (zackaryhack@gmail.com) |  | Oct 30, 2011 7:27 PM | Oct 15, 2012 10:09 AM | 15 |

Questions? Let me know!

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