

Mission College Distance Education Absence Policy

1. Title V - 55376. Instructor Contact.

. . . district governing boards shall ensure that:

(a) All approved courses offered as distance education shall include 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.

(b) All distance education courses shall be delivered consistent with guidelines issued by the Chancellor pursuant to Section 409 of the Procedures and Standing Orders of the Board of Governors. Regular effective contact is an academic and professional matter pursuant to Title 5 '53200.

2. Absence of regular meaningful contact can be considered an "absence."

3. Meaningful regular contact may include, but is not limited to the following examples done at least once a week for a full semester class or within 48 hours for a short term class:

- submitting / grading assignments
- participating in discussions
- responding to emails / phone calls
- attendance at scheduled chats
- adherence to scheduled events in the syllabus
- logging into the virtual classroom, reviewing messages and responding to messages
- Web conferences or other live events scheduled for the class
- On-campus events or other locations where instructor and students meet for class; i.e. museum, observatory, etc.

4. When students complain of lack of contact / response from instructor, the Division Chair or Department Head will be notified and he/she needs to investigate the situation. The instructor can be asked to provide documentation of instructor/student interaction to determine the amount, the regularity, and the type of meaningful contact that took place.

5. Multiple complaints regarding lack of regular meaningful contact should be forwarded to the appropriate Division Chair or Department Head. If there is substantial evidence of multiple "absences" and lack of meaningful contact, the instructor can be removed from the list of approved distance education instructors.

revised and updated by the DE Committee on 9/23/09