Academic Senate
College of the Siskiyous
800 College Avenue
Weed, CA 96094
www.siskiyous.edu/academicsenate/

ACADEMIC SENATE
Exec Agenda
April 8, 2016 Noon
DLC 1

A. DISCUSSION ITEMS

1. Itemize areas for procedures
    a. Committee membership
          1. Removals
    b. Sabbatical
    c. Mentors for new faculty
2. Academic Program Review Committee Chair duties and responsibilities
    a. Set agendas and facilitate meetings.
    b. Communicate (regularly) with faculty and administration regarding topics related to Program Review and SLO assessment.
    c. In collaboration with the Committee members, create, communicate, and monitor timelines for completion of SLO assessment input and Program Reviews.
    d. Serve as the point-person or "Helpdesk" for questions pertaining to Program Review and SLO assessment.
    e. Orchestrate and facilitate training and professional development opportunities for faculty and others regarding SLO assessment and Program Review.
    f. Collect and disseminate information regarding Program Reviews, including annual reports on Resource Requests.
    g. Keep Program Review website updated.
    h. Serve as SLO Assessment Coordinator.
    i. Liaise with Curriculum Committee, Instruction Council, Planning Committee, and Budget Committee.
    j. Report PR Committee activity to Senate.
    k. Attend state, regional, or national training or conferences pertaining to assessment, program evaluation, or institutional effectiveness and evaluation.
    l. Collaborate with CurricUNET/Governet designee from Tech Services or Instruction Office.
    m. Ensure completion of annual evaluation of Program Review process, and disseminate results.
    n. Coordinate Peer Reviews

3. Agenda for Senate of the Whole

   - Fred Fredette—10 minutes at beginning to discuss his services
   - 2016-17 committee caucus, vote on chairs?
   - Emeritus Faculty
   - Upcoming Elections
   - DE Admin Procedure (see attached)

4. Other

COLLEGE OF THE SISKIYOUS

Procedure Manual

Title:	**Distance Education**

Revision Date:	**3/2/10; November 19, 2013;**
	March 21, 2016

Responsible Office:	**Vice President, Instruction**

Policy Reference:	**Title 5 Sections 55200 et seq.;**
	34 Code of Federal Regulations Section 602.17
	(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);
	ACCJC Accreditation Standard 11.A.1

Definition: Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology. This technology shall support regular and effective contact between instructor and student, either synchronously or asynchronously. Distance education modes used by the District include fully online, videoconferenced, or hybrid.

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 4022, 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 Curriculum Committee will certify the following:

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Vice-President: Jenny Heath
Secretary: Jayne Turk
At Large: Ahmed Ismail
At Large: David Clarke
Immediate Past President: Sean Kenny

- **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 and in accordance with all course approval criteria and procedures.

Instructor Contact: Each section of the course that is delivered through distance education will include regular effective contact between instructor and students. For online or hybrid courses, contact with students will be initiated by the instructor through one or more of a variety of methods that will be outlined in the documentation for approval of a new distance education course. For videoconferenced classes and the face-to-face portions of hybrid courses, instructors are present at each class meeting and may interact with a number of additional methods that are included in the course approval documentation.

Training: Any instructor teaching an online course shall have completed the training on use of the Learning Management System and online course pedagogy required by the District before the class commences. This training will include 508 compliance accessibility training. A Distance Learning Handbook will be available for use by all faculty outlining details of this training requirement.

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.

Authentication of Student Identity: 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 Vice President, Instruction shall utilize one or more of these methods to authenticate or verify the student's identity:

- secure credentialing/login and password to the student information and course management systems. All courses including an online component for instruction will utilize the District-adopted course management system.
- proctored examinations; or
- new and other technologies and practices that are effective in verifying student identity.

The District will provide for student privacy by requiring that student information be kept private and secure as

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outlined in the federal Family Educational Rights and Privacy Act (FERPA) of 1974 as amended. If the District must charge students for costs associated with verification of student identity, these estimated costs will be provided to each student at the time of registration.

Accessibility: The Americans with Disabilities Act of 1990, section 508 of the Rehabilitation Act of 1973, and Government Code Section 11135 all require that accessibility for persons with disabilities be provided in the development, procurement, maintenance, or use of electronic or information technology by a community college district using any source of state funds. The College will ensure that accessibility training, including 508 compliance accessibility training, is available to instructors. Instructors will, in turn, ensure that all course material used in their courses is accessible to students with disabilities.

Student Support Services: The District will ensure that distance learners have access to student support services that are comparable to those services provided to on-campus learners.

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