



ADMINISTRATIVE PROCEDURES

No. 407.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

DISTANCE EDUCATION PROCEDURES REGULAR EFFECTIVE CONTACT

All Distance Education courses at Mendocino College, whether hybrid or fully online, will include regular effective contact as described below. Instructors shall clearly state their regular effective contact procedures in their syllabi and other course documents.

Frequency of Interaction and Student Contact

Instructors shall regularly communicate with the class as a whole through announcements, open-ended question forums, etc. These communications will take place at least weekly.

Instructors shall regularly initiate interaction with individual students to determine that they are accessing and comprehending course material and that they are participating regularly in the activities in the course. These interactions should include responses in open forums, feedback on assignments, etc., and should take place at least weekly. Response time to student questions shall be no more than 72 hours in most situations.

Should the instructor be out of contact for longer than 72 hours, notification to students shall be made in the announcements area of the course. This notice will include a date when the students can expect regular effective contact to resume.

Type of Initiated Interaction and Student Contact

Mendocino College Distance Education courses shall use the following methods of communication to initiate contact with students:

- Announcements in the Course Management System
- Discussion forums with appropriate instructor participation
- Timely response to student emails or inquiries
- Timely feedback for student work

Instructors may also choose other optional forms of communication including but not limited to:

- General email
- Instructor prepared e-lectures or introductions to any publisher created materials
- Group or individual meetings, including review and study sessions
- Field trips
- Telephone conversations
- CCC Confer and video conference
- Podcasts

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