



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
To Constituents &
First Anticipated AS Review

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	8/7/2023	Recommendation Received	2/22/2024
Reason(s) for Review/Changes			
> Legal Update 39 & Academic Senate Request to add language addresssing preparation for Distance Education instruction			

Review Level
Level 3

Anticipated AP2410 Schedule (for info on this process, visit <https://sbccd.edu/ap2410>)

- 02/26/2024 PPAC Approves Review Level
- 03/06/2024 Level 3 First Anticipated AS Review
- 03/11/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 03/20/2024 Level 3 Second Anticipated AS Review
- 04/15/2024 PPAC Reviews Second AS Feedback
- 05/09/2024 BOT First Reading
- 06/13/2024 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered optional if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or kgoodric@sbccd.edu.

RECOMMENDATION STARTS ON NEXT PAGE

BP 4105 Distance Education (10+1)

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/28/24

Reason(s) for Review/Changes

> **Legal Update 39 & Academic Senate Request to add language addressing preparation for Distance Education instruction**

Review Process Notes:

~~(Replaces current SBCCD BP 4108)~~

All distance education programs will adhere to the same programmatic requirements as in-person classroom programs. In order to expand access and provide greater flexibility, the Chancellor is responsible for establishing procedures for distance education programs that comply with accreditation standards, and federal and state guidelines.

~~All distance education programs will adhere to the same programmatic requirements as in-person classroom programs.~~

References:

Title 5 Sections 55200 et seq.

End of Recommendation for BP 4105 Distance Education



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N Ornelas	8/7/2023	Recommendation Received	2/22/2024

Reason(s) for Review/Changes

- > Legal Update 43: The Service updated this procedure to add a legal citation and align with revised Title 5 regulations.
- > Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.
- > Legal Update 39 & Academic Senate Request (2022-23 carryover) Updated to add "Correspondence" Education to the title to reflect new provisions added to Title 5 regarding correspondence education. The Service also added legally required language regarding correspondence education, including the definition from Title 5 regarding "correspondence education" and provisions addressing delivery of correspondence education instruction, addendums to course outlines, and eligibility of full-time status for students who participate in correspondence education. Finally, the Service added legal citations to Education Code Sections 66700 and 70901 et seq. and Title 5 Sections 55260 et seq.

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RECOMMENDATION STARTS ON NEXT PAGE

Recommended Changes (**shown in red**); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (**shown in blue**) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

AP 4105 Distance Education (10+1)

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02/28/24

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Review Process Notes:

Replaces current SBCCD AP 4108

Distance Education: Education that uses technology to deliver instruction to students who are separated from the instructor(s) and to support regular and substantive interaction between the students and instructor(s) either synchronously or asynchronously and is not self-paced. Title 5, as well as State and The Federal Regulations require districts to have processes in place to ensure that the student who registers in a distance education course or program is the same student who participates in and completes the program and receives academic credit. Distance Education programs do not include correspondence courses. A district will meet this requirement if it follows the language below. Note that the Federal Regulations do not require districts to charge students fees associated with the verification of the student's identify. However, any district that does charge a fee, must notify the student in writing of the estimated amount of those fees in addition to a statement of the processes used to protect the student's privacy.

Correspondence Education: Education provided through one or more courses by a community college or district under which the college or district provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. Interaction between the instructor and student is limited due to separation, is not regular and substantive, and is primarily initiated by the student. Correspondence courses are typically self-paced, although a regular cycle of assignment submissions and delivery of feedback should be established for facilitated learning. If a course is part correspondence and part residential training, it is considered a correspondence course. Correspondence education is not distance education.

Student Authentication: Technology & Educational Support Services (TESS) 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.

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 District shall utilize secure credentialing/login and password to authenticate or verify the student's identity.

Technology & Educational Support Services (TESS) 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.

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.



~~**Definition:** The colleges may mark courses in which the instructor and student are separated by distance and interact through the assistance of communication technology as Distance Education.~~

~~**Course Modality:** The modes of Distance Education courses will be published and made available in the course schedule of classes. Course-required materials and devices will be available in college publications and adhere to Title 5 disclosure requirements. This includes but is not limited to:~~

- ~~1) All online and in-person synchronous meeting days/dates and times~~
- ~~2) Any required asynchronous in-person activities~~
- ~~3) Any required technology platforms, devices, and applications~~
- ~~4) Any test or assessment proctoring requirements.~~

~~**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 Procedure 4020, Program and Curriculum Development. ~~Distance education~~Distance Education courses shall be approved under the same conditions and criteria as all other courses, and adhere to Title 5, as well as State and Federal regulations.

~~**Course Quality:** Distance Education (including courses offered online) is recognized by both the Association and the District as an appropriate mode of delivery to meet the needs of our student population. Faculty for whom this provision applies to shall follow the guidelines regarding the course quality and qualifications to teach online courses set forth by their respective campuses' Distance Education/Online committees.~~

~~**Course 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 in-person classes.~~
- ~~**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 and substantive interaction-effective contact between instructor and students, as well as among students, either synchronously or asynchronously.~~
- ~~**Addendum to Course Outline:** An addendum to the official course outline of record shall be made if any portion of the instruction of a new or existing course is provided through distance education. The addendum must be approved according to the District's curriculum approval procedures. The addendum must address the following:
 - Course outcomes;
 - Regular and substantive interaction-effective contact between instructors and students; as well as among students, and
 - Requirements of the Americans with Disabilities Act (ADA) and Section 508 of the Rehabilitation Act of 1973.~~
- ~~**Duration of Approval:** Courses will be reviewed following the 6-year curriculum review process. Outside of the 6-year review process, all ~~eD~~Distance ~~eE~~Education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline.~~

AP 4105 Distance Education (10+1)

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San Bernardino Community College District



02/28/24

References:

[Education Code Sections 66700 and 70901 et seq.:](#)

Title 5 Sections [55002.5](#), 55200 et seq., [and 55260 et seq.:](#)

34 Code of Federal Regulations Part 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 II.A.1

End of Recommendation for AP 4105 Distance Education