



Academic Senate for College of the Canyons

STANDING POLICY

Course Nomenclature

Winter & Spring 2021

Section 55204 *et seq* of Title 5 of the California Code of Regulations (CCR) states that in addition to the standards and criteria for courses per Section 55002 of Title 5, any locally established requirements applicable to all courses, district governing boards shall ensure that any portion of a course conducted through distance education includes regular effective contact between instructor and students, and among students, either synchronously or asynchronously, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, voice mail, e-mail, or other activities.

The state of emergency declared by the Governor of the State of California as a result of the COVID-19 public health emergency resulted in College of the Canyons moving its instruction to a predominantly distance education/online format. Such instructional changes necessitate new, temporary defined nomenclature to improve understanding and clarity of the different modes of distance education for the winter and spring 2021 semesters. The College needs to honor its obligation made to our students as is presented in the schedule of classes, and specifically to teach to all the learning objectives of the course, provide instruction for the contact hours listed in the course outline of record as well as to authenticate students, per Title 5 and ACCJC requirements.

In collaboration with the Offices of Instruction, Online Education, Enrollment Services, and Associated Student Government, the Academic Senate hereby establishes the following provisions:

1. Distance Education Definitions

- a. "ONLINE" – instruction denoted as "online" is considered 100% asynchronous instruction.
- b. "OnlineLIVE" – instruction denoted as "OnlineLIVE" is considered synchronous instruction through ConferZoom on the days and times listed in the class schedule. Such days and times are intended to replace face-to-face class meetings for lecture, small group discussion, and other activities normally associated with on-ground class session and are not voluntary for the student or instructor, nor to be replaced with any asynchronous instruction.
- c. "InPERSON" – instruction denoted as "InPERSON" is considered instruction to be delivered in a physical location on campus.
- d. "Hybrid" – instruction denoted as "Hybrid" is considered instruction that has an InPerson component as well as an ONLINE (asynchronous) lecture component. No OnlineLIVE (synchronous) component should constitute any portion of a Hybrid class.

- i. The use of the term “Hybrid” is temporarily suspended except for essential infrastructure programs having been approved by the Office of Instruction and District Administrators overseeing COVID-19 return to work criteria as established according to guidelines established by the Los Angeles County Office of Public Health.
 - e. For the winter and spring 2021 semesters, Correspondence Education will only be offered through those courses being taught to “currently incarcerated” students.
 - f. The schedule of classes should be amended to reflect these adopted changes for the betterment of student and instructor understanding and assumption of instructional responsibilities.
 - g. Instructors must ensure all external academic digital platforms be accessed through Canvas, including ConferZoom.
2. Faculty Orientation Letters submitted to the Office of Education in advance of the winter and spring 2021 semesters should align in substance and expectation with the published schedule of classes and this standing policy. It is recommended that faculty utilize the automated Orientation Letter submission portal found on the Office of Online Education web page. Doing so preserves the autonomy of submitted content while also creating a uniform template upon which students can rely to ascertain necessary information in a routine manner.
3. The Academic Senate will revisit these adopted standards in anticipation of the 2021 summer and fall semesters in order to extend or amend this policy consistent with evolving state and local circumstances.

This policy is adopted toward the betterment of student learning and to ensure, among other things, such regulatory and professional standards are upheld.