Online faculty,

As we transition to a new platform and based on the plans presented to the Accreditation visiting teams for improving our online program, it seemed appropriate to provide reminders of online expectations.

Classes will need to meet these the spirit of these expectations. Most of these expectations have been part of the Distance Education orientation and pedagogy. However, a review of the expectations should be regular.

LECTURE CONTENT: The base line of an acceptable course must have a minimum average three-five pages of original lecture material each week in addition to other methods of sharing information with students including PPT, videos, etc. Posting only "canned" lectures does not fulfill federal or accreditation requirements for online education. The rule of thumb is an online class should be equivalent to a live class in lecture content and assignments.

INSTRUCTOR DISCUSSION: Again to be equivalent to live classes, instructors will use the discussion board organization and questions to ensure the instructor is posting a minimum of three posts each week in the student discussion boards – posting only in an instructor posting area or responding to students via email is not equivalent to class room discussion. The more the discussion board is used, the more engaged students become and the more success and retention will improve.

Obviously object discussion questions with absolute single answers are not conducive to students' critical thinking or discussion, nor allow instructors to contribute to the discussion. So be sure the majority of your questions allow for discussion and critical thinking.

TEXTBOOKS UPDATE: Be sure your content is updated to the correct textbook and edition for the course. As a guideline, students expect the textbook to be part of the learning, so if the course has a textbook, it helps students to have clear relationships from online content and assignments to the textbook.

TEXTBOOK SOURCES: While we all know students have multiple sources for textbooks, as a Barstow College instructor, you are expected to NOT promote other resources – for instance you may publish the ISBN of a book in the syllabus, but do not include a link to the Amazon page for the book or suggest other sites. Students already know these places usually, and if you have a student's open discussion area, just like in class, they can share information. It is not appropriate for an instructor to promote third party text resources. While not required, it is always appropriate to share the contact information to the Barstow Bookstore: The Viking Shop.

SLOs IN THE SYLLABI: While the posting of SLOs is usually taken care of by the Online Department, instructors MUST be aware of the SLOs, make students aware of these objectives and assist students in achieving them. At the conclusion of the semester, faculty must assess SLO achievement and submit those assessments when submitting final grades.

GRADING PROGRESS INFORMATION: Students MUST have a way to determine their grades in the course during the semester – not just at the end. Just as in a live class students should have a reasonable method of receiving or accessing grades for the course. This may be a grading program that is accessed online, an email grading program, or some other way of allowing students to mark their progress in the class regularly. Regularly does not mean daily or even

weekly, but should occur enough during a class, that students can make informed choices regarding the course.

Multi-Media: With the Accreditation recommendation to continue to move away from only text based instruction and lecture, online instructors are expected to have a minimum of one video or PowerPoint, or at least graphics related to lecture content in the class materials. However, size of the video and PPT should be limited – or broken into Part 1 and Part 2 if necessary. Videos should not be longer than 5 minutes to ensure access for students with slower systems.

Courses that do not meet these minimum standards should not be offered until these items are corrected.

Online Instructor Communication

Instructors are also expected to maintain appropriate communication with students and the campus. Be sure your contact information is up-to-date in Human Resources.

Communication: Online instructors are expected to have regular communication with students on the discussion board and as necessary via e-mail. For student communication, online guidelines are as follows:
   Responding to student questions: should respond within 24-48 hours during work days (excludes weekends and holidays)
   Student assignment feedback or grades: should respond within 7 working days (excludes weekends and holidays)

Official Campus email: online and adjunct faculty are sent official notifications via email at their Barstow.edu address. Instructors are expected to read and respond as appropriate. These may include census sheet, grade submissions, and SLO reporting.

Thank you.

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