

# Distance Education Handbook Task Force Academic Senate Report April 9, 2025

## Summary

The Distance Education Handbook Task Force was originally charged with drafting and facilitating the BC Distance Education Handbook. However, given our recent ACCJC report, especially regarding Regular and Substantive Interaction in online courses, we have put together a timeline to help meet ACCJC standards as we develop the Bakersfield College Distance Education Handbook. This will ensure we start with the most critical area first.

## Immediate Task

- Provide a checklist for online course instructors to implement in their current Spring 2025 course shells that will remain the expectations in the handbook to help improve our ACCJC review regarding Regular and Substantive Interaction (RSI) and decrease unnecessary disruptive changes later:

### What faculty can do immediately

- Fill out Week 12 Starfish progress reports
- Use speed reader for all graded feedback
- Have a communication policies page on Canvas. These policies should include:
  - Your communication methods, e.g. Canvas inbox, email, announcements, Speedgrader, etc.
  - How often you will be interacting in discussion boards
  - The times and location of your office hours
  - Expected timeframe for replies to messages (72 hours, excluding Sundays and holidays, is expected to be the maximum hours to respond)
- Add discussion boards, even for extra credit. These could also be “getting to know you” exercises or students sharing tips, resources, Q&A.
- Send weekly announcements beyond reminder reminders. For example, discuss previous topics, trends in assignments, and highlight key concepts.

### Near-Future Task

- Develop trainings for faculty to implement ACCJC [and OEI] standards for online instruction starting Fall 2025 (using only the current rubric has not been enough)
- Develop a certification process for instructors teaching online courses.
- Develop ongoing mechanisms to ensure online courses are meeting ACCJC standards

### Future Task

- Develop a complete Distance Education Handbook for Bakersfield College