Compliance with Distance Learning Regulations: DL Faculty Survey Fall 2012

Dear distance learning faculty:

As you may know, the Higher Education Opportunity Act of 2008 connected compliance with federal regulations on distance learning to colleges' eligibility to receive federal financial aid funds for their students.

The Distance Learning Committee asks that you complete this very brief, anonymous ten-question survey to help the college determine the degree to which we are in compliance with federal regulations. Your feedback will also inform the faculty development activities we need to plan.

Attached is a matrix of the regulations faculty should know about and what faculty should do to ensure their distance learning courses demonstrate compliance.

Thank you for helping the college retain our eligibility for federal financial aid.

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1. Indicate how you meet the requirements of the regular effective contact policy in your course(s):

    a. Would you say that you use discussion forums related to course content (instructor initiated)

	Not at all		Less than once a week		Once a week		More than once a week

    b. Which form of communication do you use to answer student questions about course content? (select all that apply)

	Discussion forums		Web Conferencing CCCConfer		Email		Social Networking		Phone

    c. How often do you provide opportunities for students to interact with each other within your course?

	Not at all		Occasionally		Weekly		More than once a week

2. How often do you post new announcements in your Moodlerooms (MR) course or through the portal using Course Studio?

	Once a semester		More than once a semester, but less than once a week		Weekly		More than once a week

3. If you use email with your students (select all that apply)

	I use the email tool from within the MR course shell.		I use my Mt. SAC email account.		I use my private email account.

4. Do you have a drop policy in your DL Course? ___ Yes (go to 4a) ___ No (go to 4b)

   a. Does your policy specify how many days or weeks of student inactivity in your course would trigger a faculty initiated drop from the DL course? ___ Yes ___ No
   b. If you have no official policy, how do you decide …

Whom to drop from your class?	
When to drop students from your class?	

5. Do you monitor course statistics (MR Reports) to determine whether to drop a student?

	Yes		No

6. How would you characterize the accessibility of your course content? Answer 1 – 5 (with 1 not in compliance and 4 fully compliant). To indicate that you are not using a method listed below, leave the item blank.

   c. Videos are all captioned

	0 – not applicable		1		2		3		4

   d. Audio files have text transcripts

	0 – not applicable		1		2		3		4

   e. Images have alternative text or descriptions

	0 – not applicable		1		2		3		4

   f. Color is not used to convey meaning

	0 – not applicable		1		2		3		4

   g. Tables include row and column headers

0 – not applicable	1	2	3	4

7. Do you require your students to submit their homework assignments in printed copies?

   __ Yes __No

8. Do you hold a face-to-face "mandatory" meeting during the first week of the class?

   ___ Yes (go to #10) __ No (go to #10) __No, but I used to (go to #9)

9. Since you are no longer holding a face-to-face "mandatory" meeting during the first week of classes, are you dropping students for "not attending" at a higher rate during the first week of classes than when you did hold a mandatory meeting?___ Yes ___ No

10. If applicable, please tell us what kind of support you need to make your courses comply with the distance learning regulations.