
Regular and Effective Contact



The goal of this document is to provide a clear understanding of “Regular and Effective Contact” in a DE instructional environment*.

Minimum Responsibilities for Regular and Effective Contact with DE Students

At a minimum, DE instructors must use the following methods..

- E-lecture
 - Definition of E-Lecture:
 - For the purposes of Regular and Effective Contact, an e-lecture consists of the electronic delivery of original course-related instructional content prepared by the instructor and made available to students within the district’s course management system. E-lectures may be delivered in a variety of accessible formats, including text-only content pages, posted documents, transcribed audio recordings with or without synchronized slides, and captioned video recordings.
 - E-lecture material must be comparable to an equivalent face-to-face course.
 - Publisher prepared e-lectures or introductions are accepted provided they are a “virtual equivalent” of the face-to-face class.
 - Regular threaded discussion forums within the course management system, with appropriate instructor participation. This is in addition to “Q /A” and/or “Ask the Professor” forums.
 - For example, a 3 unit full-term course, should have at least one discussion forum a week.
 - A short-term course should have the discussion forums redistributed as appropriate.
 - Regular announcements posted in the Course Management System or Class emails.
 - For example, a 3 unit full-term course, should have at least one instructor initiated announcement/email a week.
 - A short-term course should have the instructor initiated announcement/email redistributed as appropriate.
 - Timely responses to student emails and discussion questions.
 - Timely instructor feedback on student work (not including autograding).
-

Additional Forms of Contact with DE Students

In addition to these required forms of contact, DE instructors are encouraged to use additional forms of communication as needed. These include the following

- Group or individual meetings
- Orientation and review sessions
- Supplemental seminar or study sessions
- Field trips
- Library workshops
- Telephone contact
- Correspondence
- Voicemail
- Individual e-mail
- CCCConfer (a web conferencing tool that is free to the California Community College System.
<http://www.cccconfer.org>)
- Video conference
- Regular podcasts
- Virtual Office Hours via the chat function of the LMS
- Other synchronous or asynchronous methods as appropriate It is suggested that Instructors should have a threaded discussion that is set aside for general questions about the course and may wish to have weekly or other timely, question and answer sessions available to students. This may also be accomplished through virtual office hours.

*Modified from Victor Valley College Regular Effective Contact Requirement for Distance Education Classes (<http://www.vvc.edu/schedule/online/VVC%20REC%20Requirements.pdf>)