1. **Assurance of Regularity.** Please choose either option “A” or “B” as indicated below. Provide additional details if necessary. The general goal should be that in online classes, as in onsite classes, in most cases instructors and students will be in a (virtual) classroom every week and instruction and interactions will occur.

**Plan A:** All courses will have at least one RSI activity per week. This requirement may be waived for up to two weeks in a 16 week course or one week in an 8 week course.

Midterm and Finals Week will be the two weeks allowable to waive for any 16 week course; Midterm week can be waived for 8 week courses. All remaining weeks will contain a weekly RSI activity.

1. **Core RSI activities.** Describe in as much detail as possible the types of assignments that will provide RSI, based on either option “A” or “B” indicated below. The description should take into account how these assignments will mesh with the Regularity plan above.

**Plan A:** Describe the core weekly RSI activity or mix of activities that best suits instruction in this discipline or disciplines.

**BIOL100/100L/100C**

**Weekly Announcements with 100% feedback on linked assignment is the core weekly RSI activity. Discussions are still assigned during the semester, but with less than 25% response because the Announcement Assignments meet weekly RSI requirement.**

Announcements – Weekly announcement with academic content connecting previous module’s content with upcoming module’s content. Each Announcement includes a video with an assignment attached. Assignment includes an open-ended question. Assignments receive 100% feedback in Speedgrader.

Discussions – 5 discussion forums per session; instructor must post at least twice per forum for classes with enrollment of 45, four times per forum for classes with enrollment of 110

Exams – multiple choice with 2 short answers requiring feedback; 3 short answers requiring feedback for BIOL100C

Gradebook entries – each Announcement assignment is graded with a response/feedback; each discussion forum assignment is graded with no feedback required; BIOL100L feedback for all lab assignments must be copied into the Canvas gradebook; all assignments graded within a week

**BIOL102**

**Mix of activities = weekly academic announcements AND weekly discussion forums will meet RSI. This differs from the other courses, because there are weekly discussion forums in addition to weekly announcements that are academic in nature. Because there are two weekly RSI activities, Discussion response is slightly less than 25%, with 4 posts addressing the entire class.**

Announcements – Weekly announcement with academic content

Discussions - weekly discussion forums; instructor posts at least four times per forum for classes (45 students)

Midterm/Final – Short answer questions graded with feedback 100%

Gradebook entries – Discussion forum assignments (no feedback required) and Midterm/Final Exams (short answer feedback), graded within 1 week

**BIOL103/MRSC100**

**Weekly Announcements with 100% feedback on linked assignment is the core weekly RSI activity. Discussions are still assigned during the semester, but with less than 25% response because the Announcement Assignments meet weekly RSI requirement.**

Announcements – Weekly announcement with academic content connecting previous module’s content with upcoming module’s content. Each Announcement includes a video with an assignment attached. Assignment includes an open-ended question. Assignments receive 100% feedback in Speedgrader.

Discussions – 5 discussion forums per session; instructor must post at least twice per forum for classes with enrollment of 45, four times per forum for classes with enrollment of 110

Exams – multiple choice with 2 short answers requiring feedback

Gradebook entries – each Announcement assignment is graded with a response/feedback; each discussion forum assignment is graded with no feedback required; all assignments graded within a week

**BIOL104** (will follow either BIOL103 or BIOL102 model)

**BIOL106/ECOL100**

**Weekly Announcements with 100% feedback on linked assignment is the core weekly RSI activity. Discussions are still assigned during the semester, but with less than 25% response because the Announcement Assignments meet weekly RSI requirement.**

Announcements – Weekly announcement with academic content connecting previous module’s content with upcoming module’s content. Each Announcement includes a video with an assignment attached. Assignment includes an open-ended question. Assignments receive 100% feedback in Speedgrader.

Discussions – 5 discussion forums per session; instructor must post at least twice per forum for classes with enrollment of 45, four times per forum for classes with enrollment of 110

Exams – multiple choice with 2 short answers requiring feedback

Gradebook entries – each Announcement assignment is graded with a response/feedback; each discussion forum assignment is graded with no feedback required.

**BIO 122** (Hybrid course): 4 discussions with feedback on 100% either in the discussion forum or gradebook or both.

**BIOL200** (will follow either BIOL103 or BIOL102 model)

**BIOL221** (will follow either BIOL103 or BIOL102 model)

**BIOL283** (Hybrid course)

Discussion – Weekly discussion forum with 25% response from instructor

Papers – 2 papers per semester with 100% feedback

Gradebook - Each discussion forum assignment is graded with no feedback required; 100% of papers are graded with feedback

1. **Volume of RSI Contact:** Describe in as much detail as possible the expected volume of instructor interactions with students for each type of RSI assignment, based on either option “A” or “B” indicated below. The general rule should be that ALL students in a virtual classroom will experience interactions with the instructor on a regular basis. In some cases this may be the instructor interacting with the entire class (such as posting on a discussion forum) or providing individualized interactions to each student, for instance through substantive feedback in the Canvas Speedgrader. The plan should also be clear in terms of what is considered to be a “substantive” interaction.

**Plan A:** Individual departments will establish their criteria for an appropriate volume and type of substantive interactions on all core RSI activities.

Announcements are academic in nature providing content and “teaching moments” to 100% of the class weekly in all online courses. Discussion forum posts address the entire class with the number of required posts to the forum proportionate to the presence of other weekly RSI activities (ie/ BIOL102 provides weekly academic announcements AND weekly Discussion Forums, therefore, 4 posts per Discussion addresses the entire class; BIOL100s/103/106 have individual response to 100% of the class on weekly Announcement Assignment, therefore, 2 posts per Discussion Forum address the entire class five times per semester). Individualized feedback on open-ended Midterm, Final, and in some courses, research papers address 100% of students (twice per semester).

**Other required RSI activities:**

Instructor responds to email within 48 business hours

Instructor logs onto the course website at least two times per week

**Please print and return:**

I acknowledge that I have been informed of the minimum RSI requirements for Coastline Community College and will uphold the outlined requirements to meet the District, State, and Federal requirements for Regular and Substantive Interaction when teaching online courses. I understand that failure to adhere to these requirements may negatively impact my assignment to future courses.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_