Business Computing (BC) Building Codes (BCT)

Process Technology (PTEC) & Real Estate (RE)

Minimum Standards for Regular Substantive Interaction

## Expectations: Regular and Substantive Interactions in Online Courses

***Note:*** *Courses that use third party publisher sites will integrate the publisher materials as much as possible. When there isn’t a fully integrated option from the publisher, it is recommended that discussions are placed in the Canvas modules, one module for each week in Canvas with information and directions concerning the publisher site activity.*

**The following guidelines are created to ensure that all online classes meet the college’s RSI requirement in the BC, BCT, PTEC and RE departments.**

Our goal is for all online classes to have weekly student interaction and include academic based rubrics and feedback. ALL students in a virtual classroom will experience interactions with the instructor on a regular basis.

Examples: the instructor interacts with the entire class (such as posting on a discussion forum or a summary announcement) and provides individualized interactions to each student, for instance through substantive feedback in the Canvas Speedgrader.

Specifically, all classes must include:

1. Discussions covering 50% of the weeks in the session and be graded using an academic based rubric (i.e. 16 week classes must include discussions during 8 weeks; 8 week classes must include discussions during 4 weeks). Weekly Instructor engagement with individual students in addition to grading is required.
2. Grading assignments with robust rubrics including feedback or comments on the document submitted or in the comments section.
3. Announcements posted for each week and include academic content (i.e. announcements can include a summary of the lessons and/or lesson objectives for the week).
4. Canvas INBOX Messaging: Use the Canvas Inbox as a first choice to communicate with students as this preserves the interaction inside Canvas. If the college email system is used, please maintain a file of this correspondence for auditing purposes.
5. Exams including student feedback and Additional Comments at the question level and/or overall Assignment Comments at the exam level.
6. A minimum of one graded assignment, discussion or project which includes an academic rubric or free form comments.

Other acceptable forms of which may be included in courses include:

1. Office hours: Online students can make an appointment for a virtual meeting (ZOOM)
2. Phone conferences or calls (keep a record of these calls).
3. Live video conferences for lecture presentations, review sessions, etc.
4. Shared video recordings that are timely, addressing current academic content.
5. Instant Messaging and Texts (keep a record of these exchanges).
6. Others as defined in the Online Instruction Guidelines approved by the Academic Senate.