In all online courses offered by Coastline College the instructor must be present in the virtual classroom providing instruction, just as onsite instructors are required to be in their physical classrooms providing instruction during scheduled meeting times. This is a mandatory requirement established by State and Federal regulations, the ACCJC, the Coast Community College District and Coastline's Academic Senate. To ensure that online instructors are present in their virtual classrooms providing instruction, the Coastline Academic Senate authorizes the creation of a standing RSI Review Taskforce, consisting of full-time faculty members appointed by the Coastline Academic Senate.

All reviewers will receive training to ensure consistency in their reviews. The Taskforce will conduct course reviews during the Fall term of every academic year. Every instructor teaching online will have one course (randomly selected) from the previous Spring term considered.

To facilitate the process and ensure that reviewers take into consideration all relevant aspects of the course, instructors who have been selected will provide a brief description of how they provide Regular Substantive Interactions (RSI). Reviewers, who will remain anonymous, will only conduct reviews of courses outside of their assigned department to preserve objectivity. They will utilize the approved department RSI plan relevant to the course discipline as the rubric for their review. Reviewers will document the hours spent conducting reviews and receive compensation at the non-instructional rate.

Instructors whose courses are flagged for insufficient attendance and instruction (RSI) will be notified of the findings and given an opportunity to respond to the Taskforce. If the Taskforce still determines that there is a deficiency, the department chair, Dean, and Vice-President of Instruction will be notified so that remediation may occur. It is recommended that all part-time instructors who have a course flagged should be scheduled for a formal evaluation in the following spring term.

In addition, instructors who have a course flagged for insufficient RSI will have **ALL** of their online courses reviewed during the following cycle (the next fall term).

To ensure consistency in how the college guarantees RSI, the Taskforce will also be charged with reviewing the department level RSI plans and bringing any proposed changes to the full Academic Senate for approval.

Bullet point summary of plan:

Year One, Fall Term:

- Changes to department RSI plan are reviewed by the Taskforce and presented to the Senate for approval with recommendations.
- All online instructors will have one online course (randomly selected) from the previous spring reviewed to ensure that it conforms to the department RSI plan.
- Instructors will provide an explanation of how they are providing RSI prior to the review and if they have a course flagged will have an opportunity to respond.
- Department chairs, Deans, and the VP of Instruction will be notified of courses that remain "flagged" after step two to enable them to pursue remedial actions, such as doing a follow up evaluation for part-time instructors during the spring term.

Year Two (and subsequent years), Fall Term:

- The steps above will be repeated. However, instructors who had a course flagged the previous fall will have **ALL** of their spring online courses reviewed.