In all online courses offered by Coastline College, the instructor must be present in the virtual classroom providing regular and substantive interactions, 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 regular and substantive interactions, 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.

The Taskforce members will conduct all RSI reviews, except for the courses of the Taskforce members themselves. This will be done by the Coordinator of the Faculty Success Center. All Taskforce members will receive Faculty Success Center training to ensure consistency and fairness in the process. The Taskforce will conduct 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. If an instructor also teaches one or more contract education classes (i.e., military), then one of those classes will also be randomly selected for review. If the instructor did not teach an online course in the preceding spring term, a course from the preceding fall term will be selected.

To facilitate the process and ensure that reviewers take into consideration all relevant aspects of the course, instructors having a course reviewed will provide a brief description of how they provide RSI in their virtual classroom. Reviewers, who will remain anonymous, will only conduct observations 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 or Student Services 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 by their department 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 (or previous fall if they did not teach in the 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 Vice-President of Instruction or Student Services 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 (or previous fall) online courses reviewed.