

**Coastline Community College**  
**Academic Senate**  
**Regular and Substantive Interactions (RSI) Review Plan**  
*Presented to Academic Senate on November 19, 2019*

In all online classes 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 ten full-time and part-time faculty members appointed by the Coastline Academic Senate.

All part-time and full-time faculty who are eligible to serve on the Coastline Academic Senate may apply to be members of the Taskforce. Taskforce members will serve for two years with the terms staggered so that half the membership will be chosen annually. Faculty may not be appointed to consecutive terms.

During the ~~spring-fall~~ term the ~~Taskforce~~ Senate Executive Committee, except those applying for membership, along with the Vice President of Instruction and a representative from the Coast Federation of Educators will review the faculty applying for membership of the RSI Taskforce to ensure that they demonstrate sufficient rigor and expertise in providing RSI to be considered as a Taskforce member. To ensure fairness and objectivity, during this process members of the Taskforce will not performing reviews for faculty members in their own discipline or department. This review will encompass all of the ~~online~~ classes taught by the applicant in the most recent complete term. The names of the faculty who have met the standards established by the Taskforce will be forwarded to the Academic Senate for approval.

The Taskforce members will conduct all RSI reviews, except for the classes of the Taskforce members themselves, ~~which will have been reviewed prior to their becoming members~~. All Taskforce members will receive training to ensure consistency and fairness in the process. The Taskforce will conduct reviews during the ~~fall~~ ~~spring~~ term of every academic year. Every instructor teaching online will have one class (randomly selected) from the previous ~~spring fall~~ 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 class in the preceding ~~spring fall~~ term, a class from the preceding ~~fall~~ ~~spring~~ term will be selected. Reviews of full-time faculty may only be done by other full-time faculty.

To facilitate the process and ensure that reviewers take into consideration all relevant aspects of the class, instructors having a class 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 classes outside of their assigned department to preserve objectivity. They will utilize the approved department RSI plan relevant to the class 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 classes 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  
Approved by the Academic Senate March 19, 2019

## Coastline Community College Academic Senate

### Regular and Substantive Interactions (RSI) Review Plan

will be notified so that remediation may occur. It is recommended that all part-time instructors who have a class flagged should be scheduled for a formal evaluation by their department no later than the following **spring fall** term.

In addition, instructors who have a class flagged for insufficient RSI will have ALL of their online classes 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. **This process will be reviewed Fall 2020.**

#### **Bullet point summary of plan:**

##### **Year One, ~~Fall~~ Spring Term:**

- Taskforce members will receive training in how to conduct RSI reviews.
- 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 class (randomly selected) from the previous **spring fall** (or previous **fall spring** if they did not teach in the **spring fall**) 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 class flagged, will have an opportunity to respond.
- Department Chairs, Deans, and the Vice-President of Instruction or Student Services will be notified of classes 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 One, ~~Spring~~ Fall Term:**

- **Taskforce-Senate Executive Committee, except for those applying for membership, along with the Vice President of Instruction and a representative from the Coast Federation of Educators** will review applications for Taskforce membership and forward recommendations to the Academic Senate for approval

##### **Year Two (and subsequent years):**

- The steps above will be repeated. However, instructors who had a class flagged the previous fall will have ALL of their spring (or previous fall) online classes reviewed.