

Regular Effective Contact Policy: (adapted from MSJC)

All DE courses at Hartnell College, whether hybrid or fully online will include regular effective contact as described below:

- **Initiated interaction:** Instructors will regularly initiate interaction with students to determine that they are accessing and comprehending course material and that they are participating regularly in the activities of the course. Providing students with an open ended question forum, although appropriate, does not constitute the entirety of effective instructor initiated interaction.
- **Frequency:** DE courses are considered the “virtual equivalent” of face to face courses. Therefore, the frequency of the contact should be at least the same as would be established in a regular, face to face course. This suggests that, at the very least, the number of instructor contact hours per week that would be available for face to face students should also be available, in asynchronous and/or synchronous mode, with students in the DE format. Contact should be distributed in a manner that will ensure that regular contact is maintained given the nature of asynchronous instructional methodologies.
- **Establishing expectations:** An instructor or department established policy describing the frequency and timeliness of instructor initiated contact and instructor feedback, will be posted in the syllabus and/or other course documents that are made available for students at the beginning of each semester.

Type of Contact: Regarding the type of contact that will exist in all Hartnell College DE courses, instructors will, at a minimum, use the following resources to initiate contact with students:

- Threaded discussion forums with appropriate instructor participation
- Email
- Weekly announcements in the Course Management System
- Timely evaluation of coursework.