



Academic Senate for College of the Canyons

STATEMENT of Rationale and Interpretation for Course Nomenclature Standing Policy Winter & Spring 2021

On September 17, 2020 the Academic Senate adopted a Standing Policy on Course Nomenclature. That policy was adopted toward the betterment of student learning and to ensure, among other things, such regulatory and professional standards are upheld. The College needs to honor its obligation made to our students as is presented in the schedule of classes, and specifically to teach to all the learning objectives of the course, provide instruction for the contact hours listed in the course outline of record as well as to authenticate students, per Title 5 and ACCJC requirements.

The state of emergency declared by the Governor of the State of California as a result of the COVID-19 public health emergency resulted in College of the Canyons moving its instruction to a predominantly distance education/online format. Such instructional changes necessitated new, temporary defined nomenclature to improve understanding and clarity of the different modes of distance education for the winter and spring 2021 semesters. The content of the resulting Senate standing policy was informed by a collaborative work group of relevant Faculty and Administrators, to include members of the Academic Senate and the Offices of Instruction, its Office of Online Education, as well as Enrollment Management and Associated Student Government. Members of this group were privy to specific areas in need of improvement as delivery of almost all College instruction via distance education continues into the 2021 calendar year. The group reflected on and considered potential best practices for the betterment of students, faculty and the College as a whole.

Such areas of improvement were the result of the emergency circumstance imposed on and experienced by all colleges of the California Community College. Local experience with the spring, 2020 emergency transition to distance education, coupled with lessons learned from the summer and fall 2020 semesters, revealed the need to create an adopted uniform set of instructional categories for all subsequent classes offered in the winter and spring 2021 semesters. Campus officials received numerous reports of inconsistent instructional delivery for fall 2020 sections advertised as “synchronous” classes. Furthermore, the use of the terms “synchronous” and “asynchronous” was not uniformly understood by registering students. There were also reports of inconsistencies between what was advertised in the schedule of classes and content found in faculty orientation letters. It is important is to ensure clarity for students at the point of registration by the use of clear language and for all forms of communication to be consistently aligned.

For said reasons, the Academic Senate adopted its standing policy establishing temporary nomenclature and definitions for classes being offered during the ongoing COVID-19 public

health crisis. The Offices of Student Services and Instruction have collaborated to make changes in our internal data systems to ensure the newly defined terms are properly listed and explained in the 2021 schedules of classes. The existing Provisional DLA will be used as a reference for the use of Canvas authentication and the use of ConferZoom which is integrated into Canvas.

The standing policy ensures courses are validated not only for professional and instructional integrity but to guarantee and legitimize proper apportionment money, grades and student transcripts.

POLICY INTERPRETATION

- a. "ONLINE" – instruction denoted as "online" is considered 100% asynchronous instruction.
- b. "OnlineLIVE" – instruction denoted as "OnlineLIVE" is considered synchronous instruction through ConferZoom on the days and times listed in the class schedule. Such days and times are intended to replace face-to-face class meetings for lecture, small group discussion, and other activities normally associated with on-ground class session and are not voluntary for the student or instructor, **nor to be replaced with any asynchronous instruction.**

Interpretation - "...nor to be replaced with any asynchronous instruction" shall be interpreted to mean that no class meetings in their entirety as listed in the schedule of classes shall be wholly replaced with asynchronous instruction. Asynchronous instruction is allowed as a component of a synchronous class session, provided that the instructor is synchronously available to students during the entire class meeting time.

- c. "InPERSON" – instruction denoted as "InPERSON" is considered instruction to be delivered in a physical location on campus.
- d. "Hybrid" – instruction denoted as "Hybrid" is considered instruction that has an InPerson component as well as an ONLINE (asynchronous) lecture component. No OnlineLIVE (synchronous) component should constitute any portion of a Hybrid class.
 - i. The use of the term "Hybrid" is temporarily suspended except for essential infrastructure programs having been approved by the Office of Instruction and District Administrators overseeing COVID-19 return to work criteria as established according to guidelines established by the Los Angeles Country Office of Public Health.