

**Resolution F18-B: Amendments to YCCD Board Policy Procedure 4-8065-Syllabus**  
**Regular Effective Contact**  
**Proposed: MJC Academic Senate Executive**

- Whereas ACCJC’s compliance recommendation on Standard II.A.7 ([College Recommendation 4](#)) states, that in “order to ensure with accreditation standards, Commission Policies, and USDE Regulations regarding Distance Education and Correspondence Education, the college must review and revise its existing processes to ensure that faculty teaching online courses consistently provide regular and substantive interaction with students.”
- Whereas Title 5, §55204(a)(revised), “Instructor Contact,” states “Any portion of a course conducted through distance education includes regular effective contact between instructor and students, and among students, either synchronously or asynchronously, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, correspondence, voice mail, e-mail, or other activities. Regular effective contact is an academic and professional matter pursuant to sections 53200 et seq.”
- Whereas Guidelines for Title 5, Section [55204](#) “stresses the responsibility of the instructor in a DE course to initiate regular contact with enrolled students to verify their participation and performance status.” Furthermore, the Procedures and Standing Orders of the Board of Governors “(b), establishes the principle that for DE courses there are a number of acceptable interactions between instructor and student, not all of which may require in-person contact. Thus, districts and/or colleges will need to define “effective contact” including how often, and in what manner instructor-student interaction is achieved...A natural place for this to occur is during the separate course approval process (see section 55206) as well as during faculty evaluations, student surveys, and program review. Documentation should consist of the inclusion of information in applicable outlines of record on the type and frequency of interaction appropriate to each DE course/section or session. Local policies should establish and monitor minimum standards of regular effective contact.”
- Whereas Modesto Junior College Academic Senate has adopted “[Regular and Effective Contact for Online Courses](#)” establishing “the principle that for DE courses there are a number of acceptable interactions between instructor and student” and offering recommendations and best practices for online teaching.
- Therefore In order to make regular effective contact more transparent to students, evaluators, and accreditors, the Modesto Junior College Academic Senate urges the YCCD Board of Trustees to amend the procedure of [policy 4-8065](#) as follows (*highlight denotes new language*):

*Yosemite Community College District faculty provide their students with a syllabus during the first week of classes.*

*The syllabus must include at minimum:*

- *Current student learning outcomes for the course*
- *Grading scale and process*
- *Instructor contact information*
- *Office hours, if applicable*
- *Required and recommended text and course materials*
- *For online courses, a statement on the type and frequency of interaction appropriate to each course/section or session (regular effective contact)*
- *Classroom Policies*

*Each college shall establish procedures to gather and archive every course syllabus each semester*

First Reading: September 20, 2018

Final Reading: October 18, 2018

Disposition: Carried