



## ADMINISTRATIVE PROCEDURE

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**TITLE:** Distance Education – Regular and Substantive Interaction

**ADMINISTRATIVE PROCEDURE #** 4105 (*changed from 4106*)

**RELATED TO POLICY #** 4105 Distance Education – Regular and Substantive Interaction

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These procedures apply to all distance education courses to ensure quality and compliance. These procedures support the established guidelines and evaluation of distance education courses.

1. Faculty will refer to the established guidelines posted on the uconline web page to ensure compliance in each and every online course.
2. New Faculty will be trained and assessed before being assigned online course assignments.
3. Faculty will audit their online courses for compliance with regular and substantive interaction as part of the annual course assessment report. This audit checklist shall be added to the course assessment report and available on the intranet assessment page. Any noted improvements shall be implemented the term the course is next offered.

**RESPONSIBILITY:**

The Chief Academic Officer is responsible for implementing and updating this procedure in collaboration with UCCOnline and Academic Council.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:** 3/12/2019 by CC

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**