



Title

Distance Education Procedure

Header

Policy Number: HCCAP 5.205
Effective Date: May 11, 2024
Prior Dates Amended: October 1, 2018
Review Date: October 1, 2029

I. Purpose

Honolulu Community College (“HonCC” or “College”) is committed to the improvement of student learning for all modes of course delivery. The procedures below delineate the process to teach distance education courses.

II. Related Policies, Procedures, and Guidelines

- [Board of Regents Policy, RP 5.210, Distance Education and Offsite Instruction](#)
- [UH Executive Policy, EP 5.204, Distance and Online Learning](#)
- [UH Executive Policy, EP 7.209, Student Participation Verification in Coursework](#)
- [HonCC Policy, HCCP 5.205, Distance Education Policy](#)

III. Definitions

A. Asynchronous Course

An Asynchronous Course is defined as a course in which there are no scheduled meeting times.

B. Clock Hour

Consistent with federal regulations, Clock Hours of teaching are defined as:

- A period of time consisting of in distance education, 50 to 60 minutes in a 60-minute period of attendance in:
 - A synchronous or asynchronous class, lecture, or recitation where there is opportunity for direct interaction between the instructor and students; or

- An asynchronous learning activity involving academic engagement in which the student interacts with technology that can monitor and document the amount of time that the student participates in the activity.

A clock hour in a distance education program does not meet the requirements of this definition if it does not meet all accrediting agency and State requirements or if it exceeds an agency's or State's restrictions on the number of clock hours in a program that may be offered through distance education.

C. Distance Education

Distance Education ("DE") is education that uses one or more of the technologies listed below in this definition to deliver instruction to students who are separated from the instructor or instructors and to support regular and substantive interaction between the students and the instructor or instructors, either synchronously or asynchronously.

The technologies that may be used to offer distance education include:

- The internet;
- One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;
- Audio conference; or
- Other media used in a course in conjunction with any of the technologies listed in this definition.

For purposes of this definition, an instructor is an individual responsible for delivering course content and who meets the qualifications for instruction established by an institution's accrediting agency.

D. Substantive Interaction

Consistent with federal regulations, Substantive Interaction is engaging students in teaching, learning, and assessment, consistent with the content under discussion, and also includes at least two of the following:

- Providing direct instruction;
- Assessing or providing feedback on a student's coursework;
- Providing information or responding to questions about the content of a course or competency;

- Facilitating a group discussion regarding the content of a course or competency; or
- Other instructional activities approved by the institution's or program's accrediting agency.

E. Synchronous Course

A Synchronous Course is defined as a course in which there are regularly scheduled meeting times, either in person or via DE.

IV. Procedure

A. Background and Rationale: Asynchronous DE

In order to ensure that instructors are trained in how to implement regular and substantive interaction, Honolulu Community College requires that instructors teaching asynchronous DE successfully complete a training in online course design. That process is a requirement that leads to DE certification.

B. Background and Rationale: Synchronous DE

Honolulu Community College does not require instructors teaching synchronous DE to be certified for DE because synchronous DE instruction involves: (a) regular scheduled class sessions; (b) substantive interaction in the course through direct instruction and student feedback; and (c) ongoing faculty development.

C. Background and Rationale: Correspondence Education

Correspondence education is not offered at the College. The primary distinction between distance and correspondence education is the requirement for DE instructors to engage in regular and substantive interaction. The following comes from the Distance Education and Innovation Rule from the U.S. Department of Education:

“In overseeing the requirements for regular and substantive interaction with instructors, the Department will determine whether an institution has established sufficient internal controls to demonstrate that it has established (1) appropriate academic policies and procedures for its instructors to implement these provisions; and (2) a system for monitoring or periodically evaluating its online programs to ensure that its instructors continue to observe such policies over time.”

D. DE Certification Process

1. Training Course

Instructors wishing to teach asynchronous DE must be DE Certified. In order to be DE Certified, instructors must complete a formal training on online course design. Examples of these trainings include, but are not limited to:

- Applying the Quality Matters Rubric;
- Kapiolani Community College's Teaching Online Prep Program; and
- The UH Online Innovation Center's Preparing to Teach Online Training.

Instructors should obtain prior approval from the Distance Education Advisory Committee ("DEAC") before engaging in trainings that are not included on this list.

2. Certification

Upon completion of the training, instructors will send proof of their completion of the courses to DEAC. The DEAC representative responsible for maintaining the list will store instructor qualifications and log their date of completion on the Master DE Certification list.

3. Certification Renewal

Instructors must renew their certification by participating in a refresher training every five years. The DEAC will send reminders to instructors who are due for renewal at the beginning of each academic year.

4. Schedule Review

The DEAC will work with the Vice Chancellor of Academic Affairs and the Academic Deans to review courses scheduled to be taught asynchronously and notify the Deans of instructors scheduled to teach classes during the upcoming semester who may have expired DE Certifications, or who have not been certified. Deans and Division Chairs are responsible for ensuring that all instructors have DE Certification approved by DEAC before teaching the courses.

V. Approval

Chancellor Approval Date: May 11, 2024