

Proposed Correspondence Education Regulations

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TITLE 5, §55260.

Section 55260 is added to new Article 5 of subchapter 3 of chapter 6 of division 6 of title 5 of the California Code of Regulations to read:

§55260. Correspondence Education Definition and Application.

Correspondence Education means education provided through one or more courses by a community college or district under which the college or district provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. Interaction between the instructor and student is limited due to separation, but ~~as is~~ is not regular and substantive, as possible under the circumstance and may be and is primarily initiated by both the student and the instructor. Correspondence courses are typically self-paced, although a regular cycle of assignment submissions and delivery of feedback should be established for facilitated learning. If a course is part correspondence and part residential training, it is considered a correspondence course. Correspondence education is not distance education.

Note: Authority cited: Section 66700 and 70901, Education Code.

Reference: Sections 70901 and 70902, Education Code.

TITLE 5, §55261.

Section 55261 is added to new Article 5 of subchapter 3 of chapter 6 of division 6 of title 5 of the California Code of Regulations to read:

§ 55261. Correspondence Education Course Quality Standards.

The same standards of course quality shall be applied to any portion of a class conducted through correspondence education as are applied to in-person classes, in regard to the course quality judgment made pursuant to the requirements of section 55002, and in regard to any local course quality determination or review process. The requirements of section 55002 and subchapter 2 of chapter 4 apply to the development of correspondence courses.

Note: Authority cited: Section 66700 and 70901, Education Code.

Reference: Sections 70901 and 70902, Education Code.

TITLE 5, §55262.

Section 55262 is added to new Article 5 of subchapter 3 of chapter 6 of division 6 of title 5 of the California Code of Regulations to read:

§55262. Correspondence Education Instructor Contact.

In addition to the requirements of section 55002 and any locally established requirements applicable to all courses, district governing boards shall ensure that:

(a) Any portion of a course conducted through correspondence education should include regular effective asynchronous contact between instructors and students, if possible, to facilitate learning. This should be established through a cycle of assignment submissions and delivery of substantive feedback and comprehensive, responsive feedback as determined by local policy. A student's enrollment in a correspondence course in no way diminishes the instructor(s) responsibility to ensure that each student receives ongoing support toward making meaningful academic progress. Students participating in courses conducted through correspondence education shall also have access to student support services, including counseling, library services and research assistance, and tutoring or learning support, via mail, email, telephone, or in-person dependent on local practice. Determinations and judgments about the quality of correspondence education under the course quality standards shall be made with the full involvement of faculty in accordance with the provisions of section 53203.

Note: Authority cited: Section 66700 and 70901, Education Code.

Reference: Sections 70901 and 70902, Education Code.

TITLE 5, §55263.

Section 55263 is added to new Article 5 of subchapter 3 of chapter 6 of division 6 of title 5 of the California Code of Regulations to read:

§55263. Correspondence Education Separate Course Approval.

If any portion of the instruction in a new or existing course is to be provided through correspondence education, an addendum to the official course outline of record shall be required. In addition to addressing how course outcomes will be achieved in a correspondence education mode, the addendum shall at a minimum specify how the portion of instruction delivered via correspondence education meets:

(a) Regular and effective contact between instructors and students constructed to eDocuments and facilitates the progression of learning as referenced in section 5520662(a); and

(b) Meets the Requirements of the Americans with Disabilities Act (42 U.S.C. § 12101 et seq.) and section 508 of the Rehabilitation Act of 1973, as amended, (29 U.S.C. § 749d)

The addendum shall be separately approved according to the district's adopted curriculum approval procedures.

Note: Authority cited: Section 66700 and 70901, Education Code.

Reference: Sections 70901 and 70902, Education Code; title 29 United States Code section 794d; and title 42 United States Code sections 12100, 12101, 12102, 12103, 12131, 12132, 12133, and 12134.

TITLE 5, §55264.

Section 55264 is added to new Article 5 of subchapter 3 of chapter 6 of division 6 of title 5 of the California Code of Regulations to read:

§55264. Correspondence Education Faculty Selection and Workload.

(a) Instructors of course sections delivered via correspondence education shall be selected by the same procedures used to determine all instructional assignments. Instructors shall possess the minimum qualifications for the discipline into which the course's subject matter most appropriately falls, in accordance with article 2 (commencing with section 53410) of subchapter 4 of chapter 4, and with the list of discipline definitions and requirements adopted by the Board of Governors to implement that article, as such list may be amended from time to time.

(b) Instructors of correspondence education shall be prepared to teach in a correspondence education delivery method consistent with local district policies and negotiated agreements.

(c) The number of students assigned to any one course section offered by correspondence education shall be determined by and be consistent with other district procedures related to faculty assignment. Procedures for determining the number of students assigned to a course section offered in whole or in part by correspondence education may include a review by the curriculum committee established pursuant to section 55002(a)(1). When calculating the number of correspondence students, a student is considered "enrolled in correspondence courses" if correspondence courses constitute 50 percent or more of the courses in which the student is enrolled during an award year.

(d) Nothing in this section shall be construed to impinge upon or detract from any negotiations or negotiated agreements between exclusive representatives and district governing boards.

Note: Authority cited: Section 66700 and 70901, Education Code.

Reference: Sections 70901 and 70902, Education Code.

TITLE 5, §55265.

Section 55265 is added to new Article 5 of subchapter 3 of chapter 6 of division 6 of title 5 of the California Code of Regulations to read:

§ 55265. Correspondence Education Reporting.

Maintain record and report data through the Chancellor's Office Management Information System on the number of students and faculty participating in new courses or sections of established courses offered through correspondence education on the number of students and faculty participating in new courses or sections of established courses offered through correspondence education through the Chancellor's Office Management Information System.

Note: Authority cited: Section 66700 and 70901, Education Code.

Reference: Sections 70901 and 70902, Education Code.

TITLE 5, §55266.

Section 55266 is added to new Article 5 of subchapter 3 of chapter 6 of division 6 of title 5 of the California Code of Regulations to read:

§ 55266. Determination of Full-Time Status for Correspondence Students.

In order for a correspondence student to be considered a full-time student, at least one-half of the student's coursework shall be made up of non-correspondence coursework, meeting one-half of the institution's requirement for full-time students, pursuant to the following parameters:

- (1) For a program that measures progress in credit hours and uses standard terms (semesters, trimesters, or quarters), 12 semester hours or 12 quarter hours per academic term.
- (2) For a program that measures progress in credit hours and does not use terms, 24 semester hours or 36 quarter hours over the weeks of instructional time in the academic year, or the prorated equivalent if the program is less than one academic year.
- (3) For a program that measures progress in credit hours and uses nonstandard-terms (terms other than semesters, trimesters, or quarters) the number of credits determined by
 - (i) Dividing the number of weeks of instructional time in the term by the number of weeks of instructional time in the program's academic year; and
 - (ii) Multiplying the fraction determined under paragraph (3)(i) of this definition by the number of credit hours in the program's academic year.
- (4) For a program that measures progress in clock hours, 24 clock hours per week.
 - (i) A "clock hour" for correspondence education purposes is defined as sixty (60) minutes of preparation in a correspondence course.
- (5) A series of courses or seminars that equals 12 semester hours or 12 quarter hours in a maximum of 18 weeks.
- (6) The work portion of a cooperative education program in which the amount of work performed is equivalent to the academic workload of a full-time student.

Note: Authority cited: Section 66700 and 70901, Education Code.

Reference: Sections 70901 and 70902, Education Code.