

# Regular and Substantive Interaction

Hello Faculty!

Each semester, a group of faculty is selected to report on their efforts to ensure regular and substantive interaction in their online course. The goal is for each online teaching faculty to complete a report at least once every academic year.

Using this form, please answer the set of questions for up to 5 separate sections. If your process is the same for all sections, you may check the **Same for all other sections** to complete the form. Otherwise, please make sure to include all your sections from the current semester. Your name and email address will be recorded with your submission.

If you have any questions about this form or this process, reach out to either Debbie Angeles ([debbie.angeles@portervillecollege.edu](mailto:debbie.angeles@portervillecollege.edu)) or Joy Lawrence ([joy.lawrence@portervillecollege.edu](mailto:joy.lawrence@portervillecollege.edu)).

Sincerely,  
Porterville College Distance Education Committee

For reference, § 55204 under Title 5 of the California Code of Regulations requires the following:

*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 distance education includes regular and substantive interaction between the instructor(s) and students, (and among students, if described in the course outline of record or distance education addendum), either synchronously or asynchronously, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, voice mail, e-mail, or other activities.*

*(b) "Substantive interaction" means engaging students in teaching, learning, and assessment, consistent with the content under discussion, and also includes at least two of the following:*

- 1. Providing direct instruction;*
- 2. Assessing or providing feedback on a student's coursework;*
- 3. Providing information or responding to questions about the content of a course or competency;*
- 4. Facilitating a group discussion regarding the content of a course or competency; or*

5. *Other instructional activities approved by the institution's or program's accrediting agency.*

*(c) Regular interaction between a student and instructor(s) is ensured by, prior to the student's completion of a course or competency:*

- 1. Providing the opportunity for substantive interactions with the student on a predictable and scheduled basis commensurate with the length of time and the amount of content in the course or competency; and*
- 2. Monitoring the student's academic engagement and success and ensuring that an instructor is responsible for promptly and proactively engaging in substantive interaction with the student when needed on the basis of such monitoring, or upon request by the student.*

*(d) Regular and substantive interaction is an academic and professional matter pursuant to sections 53200 et seq.(e) For purposes of calculating instructional time in the context of asynchronous distance education, a week of instructional time is any week in which:*

## Course Section 1

Remember to only enter information for the CRN provided in the first question.


1. CRN 1 \*

2. Which of the following substantive interaction practices do you use in this course? \*

- Direct instruction (only synchronous instruction qualifies)
- Assess or provide feedback on a student's coursework
- Provide information or respond to questions about the content of a course or competency
- Facilitate a group discussion regarding the content of a course or competency

3. Please upload at least one piece of evidence for each substantive interaction practice checked above \*

Evidence can include syllabus policies, screenshots of Canvas activity, or any other file that demonstrates the practice being utilized in your online course

 **Upload file**

File number limit: 10 Single file size limit: 1GB Allowed file types: Word,

4. How do you ensure the substantive interaction is done on a predictable and regular basis **AND** expectations are communicated clearly to your students? \*

EX: Syllabus policies regarding response times, commitment to having grades posted within a certain period after assignments due dates, activity in weekly discussions

5. Do you have more sections to enter \*

Yes

No

Same for all other sections

## Course Section 2

Remember to only enter information for the CRN provided in the first question.

6. CRN 2 \*

7. Which of the following substantive interaction practices do you use in this course? \*

- Direct instruction (only synchronous instruction qualifies)
- Assess or provide feedback on a student's coursework
- Provide information or respond to questions about the content of a course or competency
- Facilitate a group discussion regarding the content of a course or competency

8. Please upload at least one piece of evidence for each substantive interaction practice checked above \*

Evidence can include syllabus policies, screenshots of Canvas activity, or any other file that demonstrates the practice being utilized in your online course

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9. How do you ensure the substantive interaction is done on a predictable and regular basis **AND** expectations are communicated clearly to your students? \*

EX: Syllabus policies regarding response time, commitment to having grades posted within a certain period after assignment due dates, activity in weekly discussions

10. Do you have more sections to enter \*

- Yes
- No
- Same for all other sections

## Course Section 3

Remember to only enter information for the CRN provided in the first question.

11. CRN 3 \*

12. Which of the following substantive interaction practices do you use in this course? \*

- Direct instruction (only synchronous instruction qualifies)
- Assess or provide feedback on a student's coursework
- Provide information or respond to questions about the content of a course or competency
- Facilitate a group discussion regarding the content of a course or competency

13. Please upload at least one piece of evidence for each substantive interaction practice checked above \*

Evidence can include syllabus policies, screenshots of Canvas activity, or any other file that demonstrates the practice being utilized in your online course

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14. How do you ensure the substantive interaction is done on a predictable and regular basis **AND** expectations are communicated clearly to your students? \*

EX: Syllabus policies regarding response time, commitment to having grades posted within a certain period after assignment due dates, activity in weekly discussions

15. Do you have more sections to enter \*

- Yes
- No
- Same for all other sections



## Course Section 4

Remember to only enter information for the CRN provided in the first question.

16. CRN 4 \*

17. Which of the following substantive interaction practices do you use in this course? \*

- Direct instruction (only synchronous instruction qualifies)
- Assess or provide feedback on a student's coursework
- Provide information or respond to questions about the content of a course or competency
- Facilitate a group discussion regarding the content of a course or competency

18. Please upload at least one piece of evidence for each substantive interaction practice checked above \*

Evidence can include syllabus policies, screenshots of Canvas activity, or any other file that demonstrates the practice being utilized in your online course

 **Upload file**

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19. How do you ensure the substantive interaction is done on a predictable and regular basis **AND** expectations are communicated clearly to your students? \*

EX: Syllabus policies regarding response time, commitment to having grades posted within a certain period after assignment due dates, activity in weekly discussions

20. Do you have more sections to enter \*

- Yes
- No
- Same for all other sections

## Course Section 5

Remember to only enter information for the CRN provided in the first question.

21. CRN 5 \*

22. Which of the following substantive interaction practices do you use in this course? \*

- Direct instruction (only synchronous instruction qualifies)
- Assess or provide feedback on a student's coursework
- Provide information or respond to questions about the content of a course or competency
- Facilitate a group discussion regarding the content of a course or competency

23. Please upload at least one piece of evidence for each substantive interaction practice checked above \*

Evidence can include syllabus policies, screenshots of Canvas activity, or any other file that demonstrates the practice being utilized in your online course

 **Upload file**

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24. How do you ensure the substantive interaction is done on a predictable and regular basis **AND** expectations are communicated clearly to your students? \*

EX: Syllabus policies regarding response time, commitment to having grades posted within a certain period after assignment due dates, activity in weekly discussions

25. Do you have more sections to enter \*

- Yes
- No
- Same for all other sections

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