Southwestern Oregon Community College

AP 4047   Regular and Substantive Interaction (RSI) In Online Classes

It is the Administrative policy of the Southwestern Oregon Community College District that the College community in cooperation with the Office of Instruction shall adhere to online course requirements with regards to initiated instructor interactions and demonstrated active and engaged instructor online presence, hereafter referred to as Regular and Substantive Interaction (RSI).

RSI is an instructional standard for online courses at Southwestern and designed to create positive learning environments for students and faculty, as well as adhere to accreditation, state, and federal mandates. **Failure to observe the requirements of RSI could result in required professional development to resume online teaching privileges**.

The required elements of RSI are as follows:

Course Introduction and Week One

A personal welcome message or video from the instructor is available when the course opens.
- Message should introduce the course and the instructor and be similar to face-to-face course introductions.
- Message should address course content, what students can expect, tips for being successful in the course, etc.
- Instructor may also schedule synchronous meetings with students during the first week of the course.

Instructor is active in the course during week 1 of the term. Active is defined as recorded instructor access in the course shell **and** responses to student inquiries. To meet this requirement, there must be evidence of the following:
- Recorded instructor access in the course shell at least **twice** during week 1 (Monday-Sunday).
- First instructor activity (either course access or response to student inquiries) took place **no later than** Wednesday of week 1.

Weekly Assignments and Announcements

Course design requires student-instructor interaction at minimum of once per week, or as needed to respond to student questions and/or emails, during the course of the term. Weekly interaction happens on a consistent day of the week; the schedule is communicated to students at the beginning of the course.

This requirement could be met by EITHER of the following:
- Weekly course announcements that address course content, expectations of students, tips for success, etc.
- At least one assignment or graded item is due each week.

AND
- Weekly feedback can be demonstrated by any of the following: discussion boards with active instructor comments/participation, recorded lectures or tutorials, instructor emails with comments about academic material or specific comments on student work, instructor comments on tests/quizzes, study tips or review guides, or online meetings/conversations (via Zoom, Skype, etc.).

Communication

Policy (listed on syllabus or elsewhere in course) includes ALL of the following information:
- How to contact instructor (LMS interactions only).
- Policy for response time to students' questions within 24-48 hours of due date or receipt of email.
- Policy for weekend communication (Will you check for email on Saturday/Sunday and/or will you respond to student requests in a certain timeframe?)
- As much as possible, the LMS is to be used to capture communications. To include private messaging, private comments on discussion posts, and the blog for non-sensitive communications.
- All faculty-initiated emails shall go through the LMS system.
- For course-related work faculty should use a student's SWOCC email (@email.socc.edu) from Outlook or Webmail and refrain from using personal email accounts.

Adopted as Administrative Policy/Procedure: June 5, 2019
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