

## Classroom Visitation Protocol for Online Courses

**Background:** It is common practice for administrators to visit on-ground classes occasionally to offer support to instructors as well as to observe students in class settings on campus and to stay connected to the actual practice of instruction. Instructional Administrators also have the responsibility to ensure that classes are meeting as posted in the schedule of classes and that the instructor is providing the instruction agreed upon as contracted. When an administrator visits an on-ground class in session, the instructor is present in the room and aware of the visitation. It is appropriate to assume that the same situation should exist during visitations in the virtual classroom. Because it is possible for administrators to observe an online course without the instructor's knowledge, the following protocol has been prepared and will be followed by MSJC instructional administrators.

Visitation of online courses by administrators may occur for the purposes listed below. The course instructor will be notified via email and/or phone prior to the visitation.

### **Visitation of online courses may occur:**

1. To ensure that the course is appropriately available to students in the course management system.
2. To ensure that regular effective contact is taking place according the established *MSJC Regular Effective Contact Policy* (see attached.) and compliance with Section 508 of the Federal Rehabilitation Act (accessibility for disabled students).
3. In response to a request from the instructor in the course. (questionable student conduct, technical problems, course development review and recommendation.)
4. In response to student complaints about the instructor, the course, or the course management system infrastructure.

An informal email summary of the visitation will be forwarded to the instructor upon the conclusion of the visitation. This does not constitute an formal evaluation of the instructor.