



Operating Protocol & Procedure

Details:

Number: 627

Title: Remote Instruction

Category: Instruction

Office of Primary Responsibility: Vice President of Academic Support

Approval Date: 12/9/24

Effective Date: 12/9/24

Revised: N/A

Reviewed: December 2024

Purpose:

To establish requirements that ensure rigor and quality instruction in remote real-time offerings

Applicability:

Faculty and instructors

Definitions:

Remote Real-Time classes are taught in real-time, with 100% remote delivery via technology at pre-determined times. Classes do not meet in a physical classroom.

References:

PCC Operating Protocol 232, Employee Work Hours, Schedules, and Remote Work
PCC Operating Protocol 600, Instruction

Attachments or Related Documents:

None

Operating Protocol:

To ensure rigor and quality instruction in remote real-time offerings, all faculty/instructors who teach these courses are to be trained in the pedagogy, techniques, and best practices of remote instruction.

Procedure:

- Remote instruction is only to be used under the following circumstances:
 - Courses identified as Remote Real-Time (RM) courses in Banner
 - Campus closure, such as a snow day
 - Other extenuating circumstances as approved by the department chair/coordinator
- Faculty/instructors of remote real-time courses are expected to deliver quality remote instruction. This is accomplished by the following:

- Completing at least one remote teaching workshop through CTEAL prior to the first semester teaching remote real-time courses
 - Continuing to refine remote instruction skills/pedagogy through professional development
- Remote courses are to be taught in a professional, distraction-free environment, such as a classroom, office, or other remote location conducive to teaching and learning.
- In the case of an off-campus remote location, it is the faculty/instructor's responsibility to ensure that they have access to reliable internet and appropriate technology to conduct the course in the same manner they would in a classroom.
- All classes are to be 100% real-time live meetings delivered via technology at the days/times listed in the course schedule. Class cancellations for remote real-time courses should be handled in the same manner as class cancellations for face-to-face courses.
- Remote delivery is the only significant difference between this course and a standard face-to-face course. Faculty and instructors are expected to follow all PCC policies and best practices applicable to face-to-face courses.