**Peer Review of Substantive and Regular Interaction in Distance Education**

The dean of academics, department head, or online faculty will conduct a peer review between the instructor and students using this checklist of regular and substantive interaction, and provide a short reflection. Prior to the evaluation, the online faculty will review themselves using the same checklist indicating where the evidence is located for regular and substantive interaction, and provide a short reflection.

*Instructions*: Indicate with either “Yes” or “No” (after each item) whether or not the class materials provide evidence for each item below. If “yes”, briefly describe where this evidence can be found.

**Substantive interaction:** 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 (synchronous online meetings through scheduled class times).
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.
5. Other instructional activities approved by the institution's or program's accrediting agency.

**Regular interaction:** An institution ensures regular interaction between a student and an instructor or instructors 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.
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.

**Regular and substantive interaction between instructor(s) and students requires…**

1. The institution's online instruction is delivered through appropriate media.
2. The instructors meet the requirements of the institution's accrediting agency for instruction in the subject matter.
3. Instructors engage in at least two forms of substantive interaction meeting the regulatory requirements for the course or competency (see definition above of substantive interaction).
4. The institution has established scheduled and predictable opportunities for substantive interaction between students and instructors and created expectations for instructors to monitor each student's engagement and substantively engage with students on the basis of that monitoring.
5. Instructors are responsive to students' requests for instructional support.
6. In order to ensure regular and substantive interaction, LBHC faculty will initiate meaningful exchanges with students to ensure the faculty get to know their students and their work early in the semester.

*Provide reflections on what is working well*:

*Provide ideas to increase or improve regular and substantive interaction:*