



VC College Temporary Distance Education (TDE) Policy

Victory Career College in response to Covid-19, issued an emergency Temporary Distance Education on 3/30/2020. This institution offers courses and resources online to provide students with a flexible option for attaining academic success. Distance education courses comprise equivalent content and satisfy the same academic requirements as their on-campus counterparts. Distance education courses at Victory Career College require all coursework and activities to be completed 75% with distance education and 25% on campus. The college provides a wide range of included online support services to assist all students, including online forum in private classrooms to clock in and out, participate to posts, online zoom “one-on-one” with teacher, online writing feedback, and technical support through the MindTap Cengage Center Help Desk. The college also provides an orientation including the distance education aspect of the program.

Students can use their own computer, tablet or smart phone or campus computer when studying.

Updated as of 3/22/2021: These six (6) courses are offered via Temporary Distance Education at 75% and when re-open on campus at 25%. As of as of 2/16/2021 the campus LAB reopened with 25% occupancy capacity following CDC and HEATLH DEPARTMENT OF LA COUNTY CALIFORNIA guidelines.

COSMETOLOGY ONLINE-1600 CLOCK HOURS on hybrid as of 3/15/2021

BARBERING ONLINE-1500 CLOCK HOURS on hybrid as of 3/15/2021

SKIN CARE ONLINE- 600 CLOCK HOURS on hybrid as of 3/22/2021

NAIL CARE ONLINE- 600 CLOCK HOURS on hybrid as of 3/22/2021

MASSAGE THERAPY-500 CLOCK HOURS on hybrid as of 2/16/2021

MASSAGE THERAPY-720 CLOCK HOURS on hybrid as of 2/16/2021

Assigning Faculty for TDE Courses

Faculty **must be well-versed in distance education teaching pedagogy** in order to teach distance education courses. **Faculty who have not been cleared by the Director Karine Fougoux cannot teach online or hybrid courses.** This applies to full-time and adjunct faculty members alike. While the Directors understands that this may place some undue constraints on staffing, this recommendation is in place to make certain that distance education and on campus course delivery meets Federal, State and National Accrediting Commissions of Career Arts and Science’s quality standards for online instruction. Contact the Director Karine Fougoux at 310-619-5678 for any questions about or assistance with faculty training concerns.

TDE Faculty Annual Review

Faculty currently teaching TDE courses may be subject to annual peer review during their evaluation cycle, or other visits (Accreditation Team, Director Ms. Karine Fougoux, or Distance Education Lead Ms. Erika Rivera) to verify evidence of regular and substantive interaction or measurable monitoring engagement with students. Considering the sensitive nature of such observations, reviewers will maintain confidentiality throughout the observations.

Temporary Distance Education Policy

1. Distance Education will not be utilized as a method for delivery of clinical instruction in which the student is to perform practical applications on a live model or client exception to the massage therapy courses.
2. Participation must be documented within a log of all student activity comprising at a minimum a record of regular and substantive interaction between student and instructor.
3. Upon completion of all curriculum requirements the students must pass a comprehensive academic and practical final exam to include any applicable competencies required by the California State of Barbering and Cosmetology, prior to graduation from the program. Both tests must be passed at 75%.
4. Student interaction with the instructor must be validated by regular measurable participation (in clock hour) in the academic program.



5. Each clock hour of instruction must be supervised by qualified institutional personnel and that each student must be engaged in at least 50 minutes for each hour that is recorded as a clock hour attended by the student. Such hours awarded must be based on data or the instructor's own knowledge.
6. All transcripts or other documents official or unofficial listing academic attainment received must identify the distance education component.
7. Prior to enrollment, students are provided with a disclaimer that academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. A signed and dated copy of this disclosure must be found in the student file.
8. This institution maintains a progress report with records of the dates on which theory and practical assignments were received and grades were given to each student.
9. This institution ensures that the educational program offered through distance education is appropriate for delivery through distance education methods.
10. Student's assessments: Victory Career College assesses each student, prior to admission, to determine whether each student has the skills and competencies to succeed in a distance education environment. This institution provides students with a self-assessment and a disclaimer regarding hybrid and distance education and its requirements.
11. Victory Career College ensures that the materials and programs are current, well organized, designed by faculty competent in distance education techniques and delivered using readily available, reliable technology. This institution uses the learning management system from Cengage Milady "MindTap" portal online to log in activity in the courses which validate measurable participation, when a student is inactive, the portal logs out. Students engage asynchronously AKA electronic synchronization through daily work and posts of assignments, and synchronously via live video with teacher and student-to-student.
12. Students are provided meaningful interaction with faculty who are qualified to teach using distance education methods. This institution uses Milady MindTap as of 3/30/2020 and Canvas online platform for its distance education method or learning management systems (LMS) as of July 21st, 2020; The learning management system (LMS) MindTap has training material for all new faculty hires.
13. Victory Career College maintains clear standards for satisfactory academic progress.
14. The institution evaluates the student qualitative academic performance for each 10 % of the distance education (terms) component actually completed within the program at the institution (in person) by a qualified instructor.
15. Student Surveys: Students are surveyed for their online and on campus evaluation experiences at least once during their course.
16. Victory Career College employs a sufficient number of faculty to assure that (A) the institution's response to, or evaluation of, each student lesson is returned to the student within 10 days after the lesson is received by the institution; and (B) the institution's response to, or evaluation of, each student project's grade is returned to the student within 10 days. Instructors are given self-assessment to complete yearly.
17. This institution offers distance education classes in real time. First access to MindTap and any materials are given to students within two weeks of start. First day consists of attending the class's welcome and ground rules orientation from instructor and classmates. Chapters 1 for each program is given online to read and chapter 1 activities as a first day assignment
18. Participation Policy: A "log in" in distance education tools is not enough and institution monitors student's measurable engagement throughout the scheduled class hours. Students must clock-in and out online on Canvas and follow prompts of the daily assignment posted. Furthermore, a student must check-in with the instructor throughout the class in real time; a student is required to complete a set number of course activities on MindTap, Portfolio practical, and reply to discussion each class. To get full credit, a student will receive instructor's daily assignment via Canvas or via conference video, and must understand what constitutes an "adequate post or assignment" and how to work within our Learning Management Systems (Canvas and MindTap); students who do not understand an assignment must contact instructor right away and not wait for end of class. Instructors require timely completion or attempt at completion of assignments because class is taught in real time. Late work acceptance is exceptional and only at the instructor's discretion. New students must complete the required orientation with the instructor, complete chapter 1 activity by the end of the day published as the start date of the class.
19. Students are responsible for keeping and maintaining the security of their login and password information in our Learning Management Systems; users are responsible for any use and account activity. Students Identification



Verification is with a current profile photo and video turned ON during online class. VC College does not charge a fee for student identity verification. Student would be notified of any changes before enrollment.

20. Required Electronics Policy: A student must bring his/her smartphone, Chromebook, laptop, tablet to each class; must be WIFI capable. Victory Career College does NOT provide electronics to take home. Students must have access to the Internet/WIFI at home. The Milady MindTap platform is used for theory class and homework. The MindTap access code will be provided to the students after the seven-day cancellation period. Students must tour MindTap Webinars before enrolling. <https://milady.cengage.com/mindtap-tutorial/your-orientation-to-mindtap>
<https://www.cengage.com/student-training/mindtap/not-integrated/ia-yes/>
21. Updated 12/10/2020. CAMTC accepts temporarily theory clock hours only for student whose training has been interrupted as of 3/12/2020 called "Interactive Distance Learning" (IDL). CAMTC accepts temporary IDL hands-on hours on July 1, 2020. 75 hands-on hours must be completed in person on campus. IDL expires 90 days after the date that the State and Health Dept of LA County allows class to resume on campus learning but not before July 1, 2021. Ratio student to teacher is 18/1. Student must sign the "notice to interactive distance learning students" prior to starting hands-on IDL which started at this institution on 8/31/2020.
22. All other policies are in the institution's catalog and apply also to students enrolled in temporary distance education.

Per National Accrediting Commission of Career Arts and Sciences-Policy VI.02 Per Board of Postsecondary Private Education-Law & Regs #71715 Authority cited: Sections 94803, 94885 and 94887, Education Code. Reference: Sections 94834 and 94885, Education Code.