

DISTANCE EDUCATION (Article 27)

The teams reviewed the work of the Distance Education work group and provisionally agreed to create Article 27 with some changes to the work group's draft.

DRAFT: Article 27 Distance Education

(parts in bold were approved by consensus; parts not-in-bold still need review/discussion)

27.1 Definition of Distance Education: Distance Education refers to instruction in which the professor and students are separated by time and/or distance and interact through the assistance of technology. All approved courses offered as distance education (including fully online and partially online [hybrid] courses) must include regular and substantive contact between professor and students.

27.2 Distance Education Committees: Each college shall maintain a local Distance Education Committee, with faculty members appointed by the Academic Senate.

27.3 Qualifications to Teach Online:

College Distance Education Committees shall maintain lists of faculty who have demonstrated qualifications to teach online and shall share that list every semester with the Vice President of Academic Affairs/Instruction, area deans and department chairs.

27.3.1 A faculty member shall be deemed qualified to teach online if one of the following criteria is met:

- faculty member has successfully completed training (course or mentorship) in online pedagogy and technology (including LMS competency) approved by the Districtwide Distance Education Council.**
- faculty member has presented evidence approved by DDEC of having successfully designed and taught a course that is aligned with the CVC-OEI Course Design Rubric (or other DDEC-approved rubric).**

27.3.1.1 District shall make DDEC-approved training (course and mentorship) in online pedagogy and/or technology (including LMS competency) available at no cost to faculty every semester at every college and center or online.

27.3.1.2 A faculty member may present evidence of equivalent training for approval by the DDEC in lieu of completing any of the above.

27.3.1.3 A faculty member who presents evidence to the DDEC but is deemed not qualified to teach online may file a due-process appeal following procedures outlined in Article 8.1.1.4.

27.3.1.4 A faculty member who presents evidence to DDEC of having successfully designed and taught a course but whose course in DDEC's evaluation does not align with the approved CVC-OEI rubric (or other approved rubric) will have an opportunity to revise his or her course and resubmit to DDEC for reconsideration.

27.3.2 Having been deemed qualified to teach online at one college qualifies a faculty member to teach online at all colleges in District.

27.3.3 Having successfully completed training or otherwise having demonstrated qualifications to teach online does not guarantee that a faculty member will be assigned to teach online.

27.3.4 No faculty member can be required to teach online, except in underload situations as described in section 7.4.

27.3.4.1 A part-time faculty member who is offered an online section but is not offered an in-person section shall not be deemed to have been required to teach online.

27.4 Incentives for Training and Online Teaching: Initial training/course development shall be incentivized with either units towards column advancement on the salary schedule; flex credit; and stipend depending on available funding.

27.4.1 In spring of 2020, the District shall allocate funds (TBD) to an Online Education Incentive Fund. Faculty who complete initial training (and who do not elect to earn units or Flex credit for the training) and develop a new online section shall be paid a stipend of \$TBD from this fund upon completion of the new course, the first time the faculty member teaches the section.

27.4.1.2 Unused money in the Online Education Incentive Fund will roll over from year to year.

27.4.1.3 Additional money may be added to the Online Education Incentive Fund by mutual agreement between the UF and 4CD.

27.4.1.4 Nothing in this article shall be construed as constraining departments or scheduling/curriculum committees. New online courses must go through the regular approval and scheduling procedures before they can be offered.

27.4.2 Beginning in spring of 2020, faculty whose course sections are featured on

the Online Education Initiative exchange (and are rubric-aligned) shall be paid a stipend of \$TBD the first time the course is offered through OEI, subject to available funding in the Online Education Incentive Fund.

- 27.5 Evaluation of Faculty Teaching Online: If the first semester in which a faculty member teaches online is a semester in which a regular evaluation is scheduled, the faculty member's online class shall be one of the classes evaluated. If the first semester in which a faculty member teaches online is a semester in which a regular evaluation is NOT scheduled, the faculty member's online class shall be evaluated using the online procedures as outlined in Appendix X, except the results shall not be used for part-time staffing preference eligibility or tenure decisions. The evaluation of the online class (the first time it is offered) shall have no effect on the cycle of regular evaluations. The first online evaluation must be completed by an evaluator who has demonstrated qualifications to teach online whenever possible.**
- 27.6 Ongoing Professional Development for Faculty Who Teach Online: Every faculty member who teaches online must successfully complete a minimum 2-hour professional development program designed for online instructors at least once every two years. District/college will create and/or offer professional development in online teaching. Faculty will be compensated at the non-instructional rate for completing this training (per collective bargaining agreement on the subject of training/professional development).
- 27.7 Staffing, Scheduling and Load for Teaching Online: Online classes shall be staffed and scheduled in the same manner and according to the same contractual provisions as face-to-face classes. Load for new online classes shall be established consistent with load for in-person classes per Article 7.2. Faculty who teach online are subject to the same expectations as faculty teaching in-person for professional work and contributions outside the classroom.**
- 27.8 Privacy: Whenever possible, faculty shall be notified in advance and informed of the purpose whenever management enters an online classroom, except where safety concerns necessitate immediate intervention. Faculty who teach online have the same privacy expectations, rights and responsibilities as faculty who teach in person.**
- 27.9 Learning Management System: All online classes shall include regular and substantive interaction between teacher and student and among students using the District-adopted learning management system.**
- 27.10 Technical Support: The District and/or colleges shall provide technical support for online instruction.**