

## **Article 37: Online Education**

### **37.1 Purpose**

Online Education offers faculty and the District new and creative ways in which to deliver approved curriculum.

### **37.2 Definition**

For the purpose of this article, Online Education will be defined as any class where more than 50% of instruction is scheduled online. For evaluation purposes, please see Article 6 and Appendix C for definitions. Should the State Chancellor's Office change the definition of online education, Section 37.2 shall be reopened.

### **37.3 Assignment**

While the District encourages the use of technology to provide alternative learning forums, no faculty member shall be required to teach an online education course without formal training or demonstrated expertise in online teaching. With mutual agreement, the immediate administrator may assign faculty to online courses once they are trained or possess previous experience in online teaching. No fulltime faculty member will teach 100% online for the academic year (fall/spring). Exceptions to the 100% restriction may be granted by the college president and the faculty member shall provide a written plan to meet professional obligations.

### **37.4 Training and Incentives**

Prior to teaching online for the first time, faculty shall complete training to teach online as described in the college's distance education plan.

Any faculty member who completes training to teach online shall receive one of the following incentives: 1) course credit for column advancement on the salary schedule, 2) hours applied towards professional hours obligation (Article 4), 3) hours applied towards Flex obligation, or 4) stipend contingent upon grant funding.

### **37.5 Initial Online Assignment and Review/Mentorship Incentives**

If faculty teaching online for the first time are asked to have their initial online offering reviewed, the Distance Education Coordinator and/or at least one faculty approved to teach online, and the new online faculty's immediate administrator will review the course.

#### **37.5.1**

Faculty members who agree to review an online course shall work as peer mentors to new online faculty. Peer mentor duties may include "touring" the new online class, report writing, meeting with the immediate administrator, Distance Education Coordinator, and new online faculty member. A peer mentor shall receive one of the following incentives: 1) hours applied towards professional hours obligation (Article 4), 2) hours applied towards Flex obligation, or 3) stipend contingent upon grant funding.

**37.6 Training for Review and Evaluation**

Any administrator or faculty member asked to review initial online course offerings or evaluate online education classes shall be trained in online education before they review or evaluate.

**37.7 Online Office Hours**

Faculty may conduct office hours from a remote location in an amount proportional to the percentage of their load attributable to online education courses. Office hours conducted from a remote location must be regularly scheduled and synchronous communication with students is encouraged and shall align with the requirements in Article 4.3.

**37.8 Class Size and Load**

An online education course shall be assigned a load factor and class size standards on the same basis as a traditional course including large class accommodations and the number of preparations.

**37.9 Professional Duties**

A faculty member teaching exclusively online in one academic semester shall fulfill all of his or her assigned duties in accordance with criteria discussed in Appendix C and Article 4.

**37.10 Learning Management System (LMS)**

Any change to our current LMS must happen with sufficient time to allow faculty to complete needed training.

**37.11 Distance Education Coordinator**

In order to facilitate quality classes, accessibility for students, and easy navigation, the District will assign support at minimum equivalent to a full-time faculty Distance Education Coordinator at each college.

**37.12 Due Process**

**37.12.1** Due Process will be consistent with traditional face-to-face courses and will follow college policy in relation to handling student complaints.

**37.12.2** Any violations of due process will be subject to the grievance procedure, as outlined in Article 19 of the Contract.