

**Article 40****Distance Learning****A. Definitions**

1. For the purpose of this Article, Distance Learning (DL) is defined as follows:

Distance learning is a formal mode of interaction which uses one or more technologies to deliver instruction to students who are separated from the instructor and which supports regular and substantive interaction between the students and instructor, either synchronously or asynchronously.

2. Course development includes creating a new course or adapting an existing course to use distance learning as the primary delivery mode.
3. The same quality standards applied to face-to-face courses shall also apply to DL courses.

**B. Colleges offering DL courses shall:**

1. Follow agreed upon curricular development, quality standards and approval processes as developed by the college academic senate in consultation with the administration.
2. Form a DL committee or its equivalent that will serve the function of communicating with and advising the college on its decision making regarding distance learning issues. It should report to the college's Educational Planning Committee or its equivalent and should include equal representation of AFT and Academic Senate faculty including a faculty member who does not teach a DL course, and one administrator. Information technology staff may serve as a resource to the committee. The college curriculum committee shall address the appropriateness of a course for an online delivery mode. The DL committee may serve as a resource to the curriculum committee in its decisions regarding online course delivery. The DL Committee shall have the responsibility of determining learning management system (LMS) proficiency. Faculty seeking to teach DL courses shall demonstrate their proficiency by fulfilling at least one of the following:
  - a. Training/certification or direct demonstration of skills with the college's LMS.
  - b. Evidence of prior online teaching/experience using the college's LMS.
3. Provide, as necessary, ongoing training and technical and instructional support including technological assistance regarding the college's learning management system (LMS), services and equipment to assure successful delivery of the course in the college's DL mode. When faculty are required to undertake additional DL training in the teaching and learning of a new DL platform in order to receive an assignment, the District will provide such training.
4. Plan DL course offerings in the same manner as regular college/department course offerings by using the department's schedule development process as carried out by the department/division chair in conjunction with the administration

5. Ensure that faculty who are preparing to teach DL courses at the college for the first time demonstrate proficiency in DL instructional delivery methods. Proficiency in DL shall be determined by a method formulated by the college DL Committee using the options as described in 40.B.2. Faculty may use training hours as part of their Professional Development (flex) obligation.
  - a. No faculty member may be offered a DL course until the faculty member has demonstrated DL proficiency as per Article 40. B.2.
  - b. Proficiency gained in the LMS at any District college is portable to any other District college which uses the same LMS.
6. Making assignments and evaluating faculty remain the responsibility of the department/division chairs who shall evaluate DL instructors as specified in Articles 19 or 42 and Appendix C.

### C. Class Size and DL Assignments

1. DL class size shall be consistent with Article 12. DL class size shall not exceed 40. Class size limits shall only be raised with the prior approval of the assigned faculty member in consultation with the department/division chair and the appropriate vice president or designee. Beginning at the point a class reaches its enrollment limits, students may only be added with the permission of the course's assigned faculty member.
2. **Large DL Class Authorization and Compensation.** The following approval process must be completed each academic term. At the prior written request of a particular faculty member and, subject to the agreement of his/her department/division chair, at the stage of schedule planning, the chair and instructor may submit a request to the appropriate vice president or designee for authorization to set the DL class size limit at a level that could provide for a large-class stipend for the faculty member (see a, b, and c below), but under no circumstances shall it be higher than 80 (such authorization may should be based on enrollment history, retention rates, high student demand). Only one such large DL class stipend is permitted per instructor per semester. If approved, the instructor of the class shall be compensated for the large class as follows:
  - a. If the large DL class has an enrollment of 50 to 59 at census (or the appropriate apportionment date), the instructor will receive a Large DL Class Stipend of \$500 per Standard Hour for that semester/academic term.
  - b. If the large DL class has an enrollment of 60 to 69 at census (or the appropriate apportionment date), the instructor will receive a Large DL Class Stipend of \$1000 per Standard Hour for that semester/academic term.
  - c. If the large DL class has an enrollment of 70 to 80 at census (or the appropriate apportionment date), the instructor will receive a Large DL Class Stipend of \$1500 per Standard Hour for that semester/academic term.

Any larger classes still count as one class for 67% limit purposes. The retirement contributions for the amounts of the stipends reported to CalSTRS would go into the DBS account for full time faculty and for adjunct faculty participating in the CalSTRS DB retirement system (as opposed to adjunct faculty members in CalSTRS CB or Social Security or PARS).).

3. Article 13, Table A, applies to DL classes



4. Assignment to DL classes shall be voluntary.
5. The DL faculty member may meet his or her DL class office hour obligation in part or whole by internet consultation.
6. Any faculty member who is assigned a DL class as an extra or adjunct assignment shall be assigned in seniority order as described in Article 16, except that the DL proficiency requirement in section B.3 above shall also be met. To assure that both DL proficiency and adjunct seniority requirements are met, faculty DL proficiency shall be noted on all seniority lists. Only instructors with such notation shall be offered DL classes. If the faculty member so designated declines the DL assignment, that decline is counted as a refusal for the purposes of calculating seniority as described in Article 16. Should a faculty member no longer desire to teach DL classes, he/she may request in writing that such notation be removed from the seniority list. The request to change one's DL designation will be effective the next term and declining a DL assignment in the next and subsequent terms will not be counted as a refusal. The DL designation can be reinstated by written request of the faculty member, effective the next term.
7. Experienced DL instructors selected to mentor or train others may be compensated at the non-teaching hourly rate.
8. Regular and contract faculty members fulfilling their full-time faculty obligations as listed in Appendix Q may be assigned one or more DL courses based on department and college needs.

#### **D. Instructional Television**

1. The assignment of faculty to Instructional Television courses shall be considered 0.4 FTE for the fall and spring semesters and 1 FTE in any intersession.
2. Courses with fewer than 80 enrollments as of the close of the tenth instructional day of the semester in which the course appears on TV may be cancelled and the teaching assignment terminated. The Instructor shall be reassigned if regular or contract status is held.
3. In the event an ITV course official enrollment exceeds 240 students, a second section shall be created.
4. All ITV assignments shall first be offered to regular faculty.
5. If regular faculty members are not available to accept ITV assignments, assignments may be offered to temporary adjunct faculty as ITV instructors in accordance with the District's rules.
6. The ITV evaluation process shall parallel the process for part-time instructors with the director of ITV acting as the department chair.
7. District and AFT approved discipline-specific ITV faculty selection rosters may be used to select its temporary adjunct ITV faculty in lieu of conducting a standard selection process. The ITV program director, the relevant discipline/department chair(s) and the appropriate vice president must all agree on this alternate selection procedure, which shall be deemed to comply with Board Rule, Chapter X, Article III, section 10304.2 and any relevant concomitant local processes.