ARTICLE 40

DISTANCE EDUCATION

40.1 PURPOSE

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

40.1.2 A (3) three-year pilot to be mutually opened by GCFA and District to study the needs of the college related to online education. A subcommittee consisting of department chairs, Distance Education Committee, GCFA and the office of Academic Affairs to evaluate and assess the effectiveness of the pilot program in AY 2021/22.

DISTANCE EDUCATION COURSE DEFINITIONS:

40.2.1 Distance Education means: Instruction in which the instructor and student are separated by time and/or distance and interact through the assistance of technology.

40.2.2 A DE course is defined as a course in which the required number of instructional hours based on the number of units is conducted online. A DE course may require that a limited number of meetings meet face-to-face, e.g., a beginning orientation meeting.

40.2.3 A hybrid course is defined as a course in which any of the required number of instructional hours based on the number of units is met face-to-face as well as online.

40.2. 4 Distance Education Committee (DEC): DEC consists of the Distance Learning Coordinator, distance education coordinator and a minimum amount of faculty (full or part-time) appointed by the Academic Senate.

40.2 GENERAL PROVISIONS

40.3.1 Online courses must be delivered using the college's Learning Management System (LMS) unless the course cannot be adequately supported by the LMS.

40.3.2 If the course cannot be adequately supported by the LMS, the reasons and the link to the alternate delivery system must be on file in the Office of Academic Affairs, signed by the DE Coordinator.

40.3.3 In order to preserve password protection and student authentication, all DE courses must be accessed by logging into the college's LMS, including those approved to be delivered on a different platform.

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

40.3 DISTANCE EDUCATION STANDARDS

40.4.1 The same standards of course quality and evaluation shall be applied to DE, including any parts of a hybrid course conducted through DE, as are applied to traditional classroom courses.

40.4.2 Faculty members teaching DE must ensure that any portion of a course conducted through DE includes regular and effective contact/ regular substantive interaction between the instructor and students, as is required by Title 5 Section 55204 and AP 4105. The instructor is responsible to initiate this contact and may employ a variety of means to do so.

40.4.3 All DE must comply with the Americans with Disabilities Act, section 508 of the Rehabilitation Act of 1973, Section 11135 of the California Government Code, Title IV, Financial Aid, and all local and state Curriculum Committee guidelines (e.g., CCCCO, Distance Education Guidelines, articles 55205, 55207)

40.4.4 The same standards of quality for faculty evaluation will be applied to DE as are applied to face-to-face instruction.

40.5 ASSIGNMENT

40.5.1 Unit members may teach up to 80% of their load online without special permission from the division dean and/or CIO. Hybrids are not considered online. This limit does not apply to hybrids or classes taught as overloads.

40.5.2 Participating unit members may receive (1) semester unit per sixteen (16) hours of Gavilan Online Teacher Training (GOTT) Academy course work and may apply the units received for movement across the salary schedule per Article 23, Salary 23.1.3.3. Career increment step. Unit members cannot use units for movement across the salary schedule if it is being applied to member's co-curricular/flex obligation

1. Unit members may apply for a maximum of three (3) semester units of course work applicable to career increment step for GOTT completed course.
2. Any course taken with the intent of gaining advancement on the salary schedule must be approved any the CIO in advance.
3. Qualifying GOTT courses must be approved in advance by the Faculty Professional Learning Committee (FPLC)

40.5.1 Faculty new to online teaching may apply for up to $250 for training on the campus approved learning management system from their yearly academic professional development allocation to be used towards any course fee required for training or member's time for attending training. See Article 28.1. Unit members must complete training outside of contracted hours and cannot receive funding if time is being/has been applied to member's co-curricular/flex obligation.

40.5.2 When a unit member is required to complete a college-mandated training course prior to engaging in online instruction, the District shall waive the fees, for any such training.
Units or hours from such mandated training can be used for co-curricular/flex obligation or advancement on salary schedule.

40.5.3 When a faculty member is asked to participate in and completes the Peer Online Course Review process, they may do one of the following:

1. Apply for a maximum of three (3) semester units of course work to be eligible for career increment step. See 23.1.3.3.

    OR

2. Apply for the maximum professional development stipend from their yearly academic professional development allocation. See Article 28.1

Unit members must complete training outside of contracted hours and cannot receive funding if time is being/has been applied to member's co-curricular/flex obligation.

Peer Online Course Review process completion is verified by course acceptance to the CVC/OEI "Exchange".

40.6   TRAINING AND PROFESSIONAL GROWTH

40.6.1   Prior to teaching online for the first time, faculty shall complete training to teach online as described in the college's Best Practices and Distance Education Faculty Handbook. Any faculty member who completes training to teach online may apply hours towards Co-curricular/Flex obligation.

40.7   MENTORING

40.7.1   Mentoring is available through the Faculty Mentor Liaison.

40.8   CLASS SIZE

In the absence of specific agreements to the contrary, online courses and hybrid courses should have the same course size as in person courses.
1. As with all courses, instructors are free to add students to their courses through approved registration process.

2. The District and the Association recognizes that currently class size has not been negotiated in face to face, on-ground courses and will reevaluate this item when those discussions take place.

40.9   ONLINE WORKSPACE AND OFFICE HOURS

40.9.1 In the event part or all of a faculty member's work takes place in a distance education format, "worksite" may be defined as an online learning environment.

40.9.2 Office hours for online instruction may be conducted at the same ratio of course hours to office hours as face to face courses.

40.9.3 Online office hours should be conducted at times that are accessible to students who are enrolled in distance education for scheduling issues.

40.9.4 Faculty do not have to be physically on campus to conduct online office hours. However, faculty are still expected to have a physical presence on campus and take in to consideration that students at the College are overwhelming not strictly an online population.