

## ARTICLE 18

### DISTANCE LEARNING

#### 18.01 Introduction

Distance Learning is a formal educational process in which the majority of the instruction occurs when the students and instructor are not in the same place. Instruction may be synchronous or asynchronous. Distance learning may employ correspondence study, audio, video, or computer technologies.

#### 18.02 Faculty Jobs Protection

- A. The Association and College agree that the use of such distance learning technology shall not be used to reduce, eliminate, or consolidate faculty positions.

No member of the bargaining unit will be displaced because of distance learning as long a workload in credit courses is available in traditional modes. The College agrees to give preference for staff and faculty development funds to impacted faculty members pursuing training programs designed to prepare them for distance learning.

#### 18.03 Instructional Assignments

- A. As long as traditional modes of delivery are available, participation by members of the bargaining unit in distance learning courses, whether as part of a regular teaching load or as overloads, will be strictly voluntary. The decision by a member of the bargaining unit not to participate will not be used in any evaluative manner.
- B. No faculty shall be assigned to teach a distance learning course that involves learning new technologies without training in those technologies. Faculty members who are new to online teaching must complete ten (10) hours of training, including pedagogical and technical best practices. These faculty members may also have the benefit of an experienced mentor during their first semester of teaching online.
- C. Full-time faculty who have a demonstrated record of student success and retention may request to teach more than one online course as part of their standard loads. Department heads will consider each request in good faith; however, all scheduling decisions and faculty assignments will be at the sole discretion of the College.

#### 18.04 Workload Points and Class Size

- A. The parties mutually acknowledge that educational outcomes and the quality and effectiveness of instruction shall be important considerations when the combined number of students enrolled in any one distance learning course section is set. The number of students assigned to any one distance learning course section shall be determined by the immediate supervisor in consultation with the faculty member responsible for that section and should normally be consistent with the work requirements set for the regular course sections in that discipline. However, because certain methodologies of distance learning may require different work by faculty than normally required in traditional classroom setting, class size must be set on a section-by-section basis by the immediate supervisor in consultation with the faculty member.

The agreed upon class size will not be exceeded by greater than 10% without permission of the faculty member. With permission of the faculty member, the class size may be increased and the faculty member will be paid for those enrollments above the agreed upon class size at the Directed Independent Study rate specified in Article 15.02D, or if student demand exceeds the course maximum and if sufficient demand exists, a new section may be opened.

- B. In order to satisfy their contractual obligation to the College, faculty assigned distance learning courses as part of their normal workload will schedule the appropriate number of hours of “contact” time on their work schedule. If the methodologies employed to teach a distance learning course do not require faculty to be in a specific classroom at a specific time, the faculty member typically will schedule the time in their office as part of the twenty-five contact and office hours required by the CBA. However, flexibility in scheduling a portion of the twenty-five contact and office hours at alternate locations must be approved by the immediate supervisor according to provisions described in Articles 6.03 and 9.01.B.