

- 22.6** The parties agree that past practices, standards, obligations and commitments of the District to its employees relating to this Agreement are rejected mutually as a condition of entering into this Agreement, except as they are expressly stated herein.
- 22.7** The Federation and the District may each reopen two (2) non-economic issues of their choosing for the 2020-2021 fiscal year. For the 2021-2022 fiscal year, the Federation and the District may each reopen two (2) non-economic issues of their choosing.

**ARTICLE XXIII: DISTANCE LEARNING AND ON-LINE COURSES**

**23.1 Definitions:**

For the purpose of this Article, according to Title 3 Educational Code, “Distance Education” means transmission of instruction to students at a location separate from the institution. Additionally, Distance Education is an approach to learning where instruction takes place outside of the traditional classroom setting. Instead of teaching face-to-face, instructors use a blend of face-to-face and electronic delivery methods to develop and furnish content for instruction and regular, substantive and effective interaction with students. Within Distance Education there are three standard types of courses known as online, hybrid and online with in-person proctored exams. Web Enhanced Courses, Flipped Classrooms and Correspondence Courses do not fall under the Distance Education classification.

**23.2 Purpose:**

Distance education provides educational access to students for whom traditional on-site education is inaccessible or limited. The same standards of course quality shall be applied to distance education courses. Responsibility for instructional quality and control shall rest with the faculty and shall be verified through the evaluation process by students, faculty peers, academic administrators, and self-evaluation, in accordance with the Faculty Evaluation Article contained in this Agreement. All courses offered through distance educational shall receive both department and curriculum committee approval.

The number of students assigned to any one distance education course shall be consistent with the class size maximum set for regular course sections in that discipline. For purposes of delivering and maintaining online and hybrid course quality, online and hybrid courses shall be considered as a “restricted class” and shall follow the maximum student enrollment as defined in Article 14.3.a. in this Agreement. Per state laws, enrolled students shall have reasonable and adequate access to the range of services appropriate to support their learning in distance education courses.

**23.3 On-Line Instruction and Support**

**A. Developing Course Materials for Online Readiness**

1. The Distance Education Department will provide online and hybrid faculty with template resources listed in the Distance Education Handbook to standardize the resources given to students by faculty.

2. Materials developed on the faculty member's own time.
  - a) All regular full-time and part-time members of the faculty may propose on-line courses.
  - b) Instructional materials developed by faculty members on their own time without use of college materials or facilities are the property of the individual faculty member. No restriction on their use will be set by the District with the understanding that faculty members will profit on sales at Compton College only in cases where the instructional materials are approved by the department and curriculum committee and not be in violation of AR 3715 Intellectual Property.
  - c) The individual faculty member is responsible for obtaining copyright of the materials developed.
3. Materials developed on a released-time basis.
  - a) A faculty member approved by the Dean to develop an online course shall receive 20% reassigned time for one semester to develop the course.
  - b) Any materials developed during this reassigned time assignment shall remain the property of the District.
4. In order to protect against the use of obsolete materials, the faculty member shall have the right to review and/or update material of which Compton College has internal free use. The institution may agree to use the updated material.
5. Materials developed as a primary or sole purpose of employment by non-divisional staff, such as consultants.
  - a) When a District employee is hired or assigned specifically to develop instructional or course materials, then all the rights to such materials belong exclusively to Compton College, including the right to copyright and/or sell the materials for profit.
6. The District shall have the right to come to agreements with employees concerning the rights belonging exclusively to them only in consultation with the Division Chair and a Federation representative.
7. The necessity for regular and part-time faculty to review, update, and change an online course remains consistent with the duties of faculty in all areas of the curriculum.

B. Teaching and Training Requirements for Online Courses

1. Training for Online Courses

- a) The training requirements for online, hybrid and on-ground teaching through the Learning Management System (LMS) are contained in the Distance Education Handbook.
- b) Faculty are expected to complete the specified training, turn in all proof of completion to the Distance Education Department and the Vice President of Academic Affairs or designee and complete the required demonstrations of competency before being approved to teach each online or hybrid in accordance with the Distance Education Handbook.
- c) Faculty are required to provide a student authentication statement in the first 48 hours of an online class to prevent financial aid fraud in adherence with BP 5500, AR5520 and the ACCJC.
- d) Faculty who have completed the Faculty Course Review Committee process and meet the Distance Education rubric criteria shall be eligible to teach, per course, online or hybrid courses. The Distance Education Faculty Coordinator will notify the appropriate Dean and Division Chair.
- e) Faculty members who have been approved will follow the guidelines set by the Faculty Course Review Committee regarding the renewal certification process as found in the Distance Education Handbook.
- f) Faculty are required to maintain all standards regarding Regular and Effective Contact set forth by the ACCJC and California Ed Code and the Distance Education Handbook.
- g) Faculty are required to maintain all standards regarding accessible course content set forth by the ACCJC, California Ed Code, and Federal laws and the Distance Education Handbook.
  - (1) Verification of the accessibility of publishers' materials shall be completed through the 504/508 Technology Subcommittee for compliance with all ACCJC, California Ed Code and Federal laws.

2. Teaching Online Courses

- a) Online courses shall be considered as regular load because of the expected additional monitoring, supervising, grading, and communicating required to be aware of student progress in the class.

- b) Teaching of online courses shall be voluntary by the instructor as a part of load and shall not be imposed by the District or the division.
- c) Division Chairs shall be granted observer access for the purpose of content review of online courses to complete the evaluation process. Evaluation of faculty in online courses shall be in accordance with the evaluation guidelines set forth in Article IX.
- d) Division Chairs and Deans may have observer access for the purpose of state and regulatory compliance review, which shall not be associated with the evaluation guidelines set forth in Article IX.
- e) All class size limits, including those for restricted classes, set forth in Article 14.3 shall be maintained.
- f) No faculty member, full or part-time shall be displaced because of online courses.
- g) No more than two online courses and one hybrid course shall be taught by a faculty member at any time, except with prior written approval of the faculty member's dean.
- h) Faculty members may meet their Distance Education class office hour obligation in part or whole by virtual office hours.
- i) To assure that both Distance Education proficiency and adjunct seniority requirements are met, faculty Distance Education proficiency shall be noted on all full-time and part-time seniority lists as referenced in Article 14.9 and verified by the Division Chair and Dean, in consultation with the Human Resources Department. Only instructors with such notation shall be offered Distance Education classes. If the faculty member so designated declines the DE assignment, that decline is counted as a refusal for the purposes of calculating seniority consistent with Article 14.9.1.c. Should a faculty member no longer desire to teach Distance Education classes, he/she may request in writing that such notation be removed from the seniority list. The request to change one's Distance Education designation will be effective the next term. The Distance Education designation can be reinstated by written request of the faculty member, effective the next term.

3. Support for online courses:

- a) The District shall pay the cost of home Internet service to those instructors teaching an online course if the individual teachers do not have a computer in their individual offices for their specific use in teaching these courses. District payment of Internet connection

fees shall be only for the semester in which an online course is being taught. The cost of such service shall not exceed \$30.00 per month.

- b) The District shall provide an online teacher with 20% reassigned time per course the first semester that such a course is taught at the institution.
- c) The District shall enroll each online course requiring essays and research papers in [www.turnitin.com](http://www.turnitin.com) and shall pay all costs of the program.
- d) The District shall provide each instructor teaching an online/hybrid course with access to a laptop that has a video conferencing camera, printer, e-mail and fax for that instructor's office and shall insure that such facilities are available to any part-time faculty member who teaches an online/hybrid course.
- e) The District, as it determines necessary, will provide ongoing training and technical and instructional design support including technological assistance regarding the college's LMS, services and equipment to assure successful delivery of the course in the college's Distance Education mode. When faculty are required to undertake additional Distance Education training in the teaching and learning of a new Distance Education platform in order to receive an assignment, the District, as it determines necessary, will provide such training as professional development (Flex) opportunities.
- f) Technical support will be provided for faculty in all distance education courses, to free teachers to teach.