

Article 34 **ONLINE LEARNING**

Online Learning courses are courses offered fully online or hybrid. For the purposes of this article, an “online” course is one in which weekly instruction for all contact hours is delivered entirely online, and a “hybrid” course is one in which weekly instruction is delivered through a combination of online and regularly scheduled face-to-face instruction. The Faculty Association and the Board recognize that, in certain circumstances, the demands and nature of online learning instruction require modification of some contractual provisions contained in this *Agreement*. Therefore, the following procedures are adopted.

Scheduling of Assignments

- 34.1 Online learning assignments shall be made in accordance with the normal scheduling process as specified in Article 7 for part-time faculty, Article 10 for regular and contract faculty, and Article 26 for summer session faculty. Nevertheless, because online learning assignments require special expertise, only faculty employees who possess the appropriate campus training, preparation and skills in online pedagogy and course design shall be assigned an online learning course.
- 34.2 Online learning assignments shall be made through mutual agreement between the faculty employee and the appropriate administrator with the exception of assignment under Article 10.5. When Article 10.5 is invoked for the purpose of assigning online learning courses, no faculty employee shall be required to teach an online class for a period exceeding six quarters.
- 34.3 The department scheduling process shall include a proportional number of online classes to be set aside for Article 7 (part-time faculty) assignments, provided the department has qualified part-time faculty requesting online assignments. For example, if a department offers 30% of their courses online, then 30% of the Article 7 (part-time) assignments should be to online courses.

Class Size

- 34.4 An online learning course shall be assigned a load factor and maximum class size on the same basis as a traditional course in accordance with Article 9.3. However, and notwithstanding Article 9.4, in order to facilitate enrollment and/or to offset attrition, a faculty employee teaching online may elect to authorize the District to add students to their course during the registration period, i.e., prior to the start of instruction. In such cases, the faculty employee shall consider retention data and use their professional judgment in determining the number of students to be added to the established maximum class size. In addition, the faculty employee shall consult with the division dean or appropriate administrator who shall be responsible for reporting the provisional increase to the scheduling office. Any such increase shall not be precedent setting, and the course shall return to the established maximum class size at the conclusion of the assignment.

Training

- 34.5 Faculty are required to complete an initial certification as well as ongoing certification when teaching courses with 30 percent or more of the contact hours asynchronous.

34.5.1 Initial Certification

Parts 1 and 2 of the Regular and Substantive Interaction (RSI) training offered during the 2024-25 academic year qualifies as initial certification. Faculty not currently certified can become certified by either (i) completing the certification offered by the campus office of online learning, or (ii) being granted equivalency based on proof of completion of other equivalent trainings. Each office of online learning will determine its equivalency process and criteria.

The certification shall be designed to take, on average, 20 hours to complete. However, existing skill levels and familiarity with the content will affect total completion time.

Certification, by either completing the training or by equivalency, is valid District wide.

34.5.2 Timeline for Completion of Certification

The faculty member has two consecutive academic quarters to complete the initial certification. Faculty who do not complete the certification by the end of the second consecutive quarter will not be scheduled for courses that require that certification until it is complete.

34.5.3 Professional Development Credit or Compensation for Initial Certification

Full-time tenured or tenure-track faculty may use up to 20 hours from the certification toward their current Professional Development cycle requirement (Appendix I).

34.5.3.1 Notification of Required Certification

The dean or appropriate supervisor shall notify any specific faculty member in writing (email) when the college is asking them to complete the certification due to program need. The office of online learning shall be included on the notification. This notification is required for additional pay for full-time temporary or part-time faculty.

A full-time temporary or part-time faculty who was notified by their dean or appropriate supervisor to complete the training due to program need will receive \$750 in additional pay upon verification of successful completion of the certification by the end of two consecutive academic quarters.

A full-time temporary or part-time faculty who complete the certification at their own accord, without being notified by the dean or appropriate administrator to do so, can use the hours in training on Appendix O2 for column advancement but will receive no additional pay.

34.5.4 *Ongoing Certification Requirement*

To continue to be eligible to teach asynchronous courses or hybrid courses with at least 30% of the student contact hours asynchronous one must complete a re-certification every two years. The re-certification training will be a maximum of four hours of training every two years. This re-certification can include dedicated certification training or ongoing professional development through equivalent activities approved by the campus online learning office. These activities must align with the goals of continued growth in online teaching and learning and should reflect current trends, technologies, or pedagogical approaches relevant to online instruction. The campus office of online learning is responsible for timely notification to faculty of the requirement, options for completion, and verification of completion.

Completion of the re-certification at either college is valid District wide.

34.5.5 *Professional Development Credit or Compensation for Re-certification*

Full-time tenured or tenure-track faculty may use the hours toward their professional development cycle requirements (Appendix I).

Full-time temporary or part-time faculty shall receive \$200 additional pay for the re-certification when required to be re-certified.

34.6 *Learning Management System (LMS) training*

Faculty who choose to use the college-adopted LMS and who do not complete the full online teaching certification must complete an LMS orientation designed to be, on average, five hours. This includes LMS for Synchronous (in-person or online), Hybrid Courses with less than 30% asynchronous, non-instructional, and other uses. This training includes an orientation to the basic features in the LMS and accessibility requirements and must be completed in the first quarter of employment. Faculty with previous LMS training can be granted equivalency by the campus office of online learning. This group has no ongoing training requirement. This section applies to first-time LMS users or new hires.

34.6.1 *Professional Development Credit or Compensation*

Full-time faculty may use up to five hours of this training toward their Professional Development cycle requirement (Appendix I). Full-time temporary or part-time faculty will receive a one-time \$200 additional pay for completion of this orientation.

34.7 A faculty employee may apply for a maximum of three (3) quarter units of professional growth activity (PGA) applicable to column change and Professional Development requirements under Appendix I when they (a) develop an online course or a hybrid course and is subsequently scheduled to teach it; or, (b)

converts an existing online course or hybrid course to a new platform or course management system when required to do so as a consequence of a college decision to change its designated platform. The college shall determine the requirements for earning the unit credits.

College Designated Platform and Technical Support

- 34.8 All faculty employees who teach an online course or a hybrid course shall use the course management system designated by the college. The District shall provide technical support for the college-designated course management system(s). The District shall be responsible for all support functions including student orientation and training.
- 34.9 A faculty employee working exclusively online in one or more academic quarters shall fulfill all their assigned duties in accordance with Article 10.8, 10.9, and 10.10.