

TENTATIVE AGREEMENT
ARTICLE 14: DISTANCE EDUCATION LEARNING

Section 14.1. Distance Learning Education means instruction or student support in which the instructor faculty member and student are separated by distance and interact through the assistance of communication technology.

Section 14.2. All teaching assignments requiring Distance Learning online education shall be voluntary on behalf of the faculty and subject to Dean approval. Assignments shall be in accordance with Article 12.

Section 14.3 Online Instruction:

(a) Definition:

- 1 A Fully Online Courses (FOC) is delivered exclusively over the internet using a Learning Management System. There are no class meetings on campus and all assignments and examinations are submitted online in an asynchronous manner.
- 2 In a Proctored Online Course (POC) all assignments and examinations will be submitted online in an asynchronous manner, but tests will be at a proctoring facility.
- 3 Hybrid Courses (HC) meet both on campus and online. Some of the traditional face-to-face on-campus meetings are replaced with online activities.
- 4 Web Enhance Courses (WEC) are traditional face-to-face classes that make routine use of the Learning Management System. These courses hold all their meetings on campus. The instructor will post required course materials and/or activities online and may require assignments be turned in online.
- 5 Hyflex Courses (HFC) courses are taught in at least two modalities simultaneously: in person, synchronous online, or asynchronous.

(b) Process: Any bargaining unit member who teaches an online class must follow the process outlined by the Distance Education committee to teach online.

(c) ~~Training: Any bargaining unit member teaching an online course (excluding web enhance courses) must complete the District's provided training for such courses as a prerequisite. No compensation will be provided for such training.~~ Certification and Recertification (DE Certification and Non-Instructional Remote Work Training): Any bargaining unit member working remotely (excluding web-enhance courses) must complete the District's provided certification program as approved by AP 4105 or AP 5115. For initial certification completed on or after July 1, 2023, unit members will receive a flat payment of \$1,000 upon completion of the online certification training for distance education with prior approval of the School Dean.

(d) Class Size: Class size for Distance Learning sections shall be no greater than the than the Course Outline of Record. If the class size is not specified on the Course Outline of Record, the class size maximum shall be 45.

(e) Workload: Instructors of online courses agree that they will provide

regular and ~~effective~~ ~~substantive~~ contact to students as defined in Title 5 delivering the amount of weekly and semester student contact hours specified in the Course Outline of Record. To be effective, ~~the~~ ~~is~~ ~~student~~ contact ~~hours~~ may be outside of normal college working hours and delivered from locations other than the assigned campus.

- (f) Office Hours and Committee Assignments: Bargaining Unit Members whoteach online courses are required to fulfill their office hours and committee assignments as set forth in the contract between the District and ~~CODFA~~ ~~CCA/CTA~~. Office hours for online classes may be offered online provided the hours are scheduled and the schedule posted on the class syllabus and provided the bargaining unit member agrees to be available to students online or by telephone during those hours.
- (g) Review: The parties to this agreement acknowledge that modifications to the online course provisions contained herein may be necessary after the parties have had an opportunity to examine the appropriateness of the various components of this agreement. As such, the parties agree that the content of this agreement shall be subject to modifications through the negotiation process in subsequent academic years.
- (h) Evaluation: Distance Education courses will be evaluated using the same standards as face-to-face courses as outlined in Articles 19, 20, and Appendix C of this agreement. For Faculty Members who teach in both face-to-face and Distance Education formats, evaluations will include one online and one face-to-face evaluation.

Section 14.4. Evaluation Forms for Online Instructors ~~are located in Appendix C.~~

~~The subheadings refer to the appendices/ pages of the contract where you can find the current evaluation forms that are used for both face-to-face and online instructors.~~

~~C 2: Pages 65-68: Peer Evaluation for Online Faculty~~

- ~~1. Course navigation is logical and uses Learning Management System (LMS) tools effectively.~~
- ~~2. Course is organized into manageable learning units, relevant to course description.~~
- ~~3. There are a variety of assessment tools used in the evaluation of student learning.~~
- ~~4. Outcomes are clearly identified in Assessments.~~
- ~~5. Assessments incorporate critical thinking strategies and analysis.~~
- ~~6. Instructor provides students with multiple ways of learning (Examples of multiple ways of learning: use of multimedia tools; use of collaborative projects, etc.)~~
- ~~7. Instructor encourages student engagement and works to build a sense of community. (Examples: Q&A forum or cyber café; use of multimedia tools, etc.)~~
- ~~8. Instructor clearly conveys course policies, communication response times, grading turnaround timeline, and institutional policies.~~
- ~~9. Instructor demonstrates enthusiasm about the course and material presented.~~
- ~~10. Instructor demonstrates behavior consistent with professional ethics.~~
- ~~11. Instructor is respectful of diverse needs, talents, and backgrounds of students.~~

C-3 Pages 32, 69: Self-Evaluation packet should include:

1. ~~A description of the faculty member's contributions to the college, including Division activities, participation on committees, community activities, student recruitment, articulation with high schools and colleges, and other appropriate activities.~~
2. ~~A description of curriculum revisions including new course projects, materials and class assignments, and other appropriate curriculum activities.~~
3. ~~A description of progress on any other program, work, or project with which the faculty member is involved.~~
4. ~~Identification of areas that the faculty member believes needs improvement including goals or timelines.~~
5. ~~Reflection on participation in the student learning outcomes process.~~
6. ~~For online instructors only: A description of how the faculty member ensures regular and effective student contact in their online courses.~~

1. ~~C-5: Page 71: Student Evaluation for Online Faculty Instructor is knowledgeable in subject matter of this course.~~
2. ~~Posts course material and assignments on time.~~
3. ~~Has organized course effectively to meet diverse learning styles of students.~~
4. ~~Provides clear directions on assignments and expectations of student work.~~
5. ~~Encourages and responds to students' questions and comments.~~
6. ~~Initiates communication with students regularly.~~
7. ~~Clearly conveys grading expectations and adheres to those expectations.~~
8. ~~Provides detailed feedback on student performance.~~
9. ~~Uses graded materials (such as tests, papers, projects, etc.) that reflect the course objectives.~~
10. ~~Covers material outlined in course description and syllabus.~~
11. ~~Has built a sense of community that is respectful of students' diverse backgrounds.~~
12. ~~Displays professional behavior.~~
13. ~~Encourages student success~~
14. ~~Stimulates interest in the subject by using a variety of multimedia tools; use of collaborative projects, etc.~~

Section 14.5 Online Student Support Resources

Counselors, Librarians, and Non-Counseling Coordinators' hours of service may be assigned as remote, off-site work as assigned and upon approval of the area administrator.

14.5.1 Non-teaching faculty having an off-site assignment may be required to complete specific training pursuant to the applicable Administrative Procedure.

14.5.2 The District may cancel or reassign off-site assignments based on operational need or performance concerns as follows:

- a. For temporary cancellation/reassignments, the District will first seek volunteers amongst the available non-instructional faculty. If there is an insufficient number of volunteers to provide adequate coverage, the District will consult with the unit member and provide the unit member with a seven (7) days notice prior to assignment change.
- b. For permanent cancellations/reassignments, the District will consult with the unit member and provide the unit members with a fourteen (14) days notice prior to a assignment change.
- c. The District reserves the right to require the non-instructional faculty

to report onsite should the non-instructional faculty be unable to perform their duties at their offsite location. Should the faculty member not be able to resolve the issue within an hour or report onsite, they must take appropriate leave.

14.5.3 Unit members may seek reimbursements for costs associated with an off-site assignment with approval in advance by the designated dean or designee.

Section 14.6 Evaluation for Online Student Support Resources

Evaluations for non-instructional faculty working offsite shall be in accordance with Article 19 or Article 20 with consideration of the effective use of technology.

FOR DCCD



Diana Galindo
Vice President, Human Resources
& Employee Relations
Desert Community College District

FOR CODFA



Oceana Collins (Oct 10, 2023 08:29 PDT)

Oceana Collins
Chapter President
College of the Desert Faculty Association

TENTATIVE AGREEMENT

ARTICLE 14: DISTANCE EDUCATION

Section 14.1. Distance Education means instruction or student support in which the faculty member and student are separated by distance and interact through the assistance of communication technology.

Section 14.2. All assignments requiring online education shall be voluntary on behalf of the faculty and subject to Dean approval. Assignments shall be in accordance with Article 12.

Section 14.3. Online Instruction:

(a) Definition:

- 1 A Fully Online Courses (FOC) is delivered exclusively over the internet using a Learning Management System. There are no class meetings on campus and all assignments and examinations are submitted online in an asynchronous manner.
- 2 In a Proctored Online Course (POC) all assignments and examinations will be submitted online in an asynchronous manner, but tests will be at a proctoring facility.
- 3 Hybrid Courses (HC) meet both on campus and online. Some of the traditional face-to-face on-campus meetings are replaced with online activities.
- 4 Web Enhance Courses (WEC) are traditional face-to-face classes that make routine use of the Learning Management System. These courses hold all their meetings on campus. The instructor will post required course materials and/or activities online and may require assignments be turned in online.
- 5 Hyflex Courses (HFC) courses are taught in at least two modalities simultaneously: in person, synchronous online, or asynchronous.

- (b) Process: Any bargaining unit member who teaches an online class must follow the process outlined by the Distance Education committee to teach online.
- (c) Certification and Recertification (DE Certification and Non-Instructional Remote Work Training): Any bargaining unit member working remotely (excluding web-enhance courses) must complete the District's provided certification program as approved by AP 4105 or AP 5115. For initial certification completed on or after July 1, 2023, unit members will receive a flat payment of \$1,000 upon completion of the online certification training for distance education with prior approval of the School Dean.
- (d) Class Size: Class size for Distance Learning sections shall be no greater than the than the Course Outline of Record. If the class size is not specified on the Course Outline of Record, the class size maximum shall be 45.
- (e) Workload: Instructors of online courses agree that they will provide regular and substantive contact to students as defined in Title 5 delivering the amount of weekly and semester student contact hours specified in the Course Outline of Record. To be effective, the student contact hours may be outside of normal college working hours and delivered from locations other than the assigned campus.

- (f) Office Hours and Committee Assignments: Bargaining Unit Members whoteach online courses are required to fulfill their office hours and committee assignments as set forth in the contract between the District and CODFA. Office hours for online classes may be offered online provided the hours are scheduled and the schedule posted on the class syllabus and provided the bargaining unit member agrees to be available to students online or by telephone during those hours.
- (g) Review: The parties to this agreement acknowledge that modifications to the online course provisions contained herein may be necessary after the parties have had an opportunity to examine the appropriateness of the various components of this agreement. As such, the parties agree that the content of this agreement shall be subject to modifications through the negotiation process in subsequent academic years.
- (h) Evaluation: Distance Education courses will be evaluated using the same standards as face-to-face courses as outlined in Articles 19, 20, and Appendix C of this agreement. For Faculty Members who teach in both face-to-face and Distance Education formats, evaluations will include one online and one face-to-face evaluation.

Section 14.4. Evaluation Forms for Online Instructors are located in Appendix C.

Section 14.5. Online Student Support Resources

Counselors, Librarians, and Non-Counseling Coordinators' hours of service may be assigned as remote, off-site work as assigned and upon approval of the area administrator.

14.5.1 Non-teaching faculty having an off-site assignment may be required to complete specific training pursuant to the applicable Administrative Procedure.

14.5.2 The District may cancel or reassign off-site assignments based on operational need or performance concerns as follows:

- a. For temporary cancellation/reassignments, the District will first seek volunteers amongst the available non-instructional faculty. If there is an insufficient number of volunteers to provide adequate coverage, the District will consult with the unit member and provide the unit member with a seven (7) days notice prior to assignment change.
- b. For permanent cancellations/reassignments, the District will consult with the unit member and provide the unit members with a fourteen (14) days notice prior to a assignment change.
- c. The District reserves the right to require the non-instructional faculty to report onsite should the non-instructional faculty be unable to perform their duties at their offsite location. Should the faculty member not be able to resolve the issue within an hour or report onsite, they must take appropriate leave.

14.5.3 Unit members may seek reimbursements for costs associated with an off-site assignment with approval in advance by the designated dean or designee.

Section 14.6. Evaluation for Online Student Support Resources

Evaluations for non-instructional faculty working offsite shall be in accordance with Article 19 or Article 20 with consideration of the effective use of technology.