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**TENTATIVE AGREEMENT BETWEEN THE
PASADENA AREA COMMUNITY COLLEGE DISTRICT AND THE
PASADENA CITY COLLEGE FACULTY ASSOCIATION
December 8, 2022**

16 This tentative agreement between the Pasadena Area Community College District and the
17 Pasadena City College Faculty Association is expressly made pursuant to the Education
18 Employment Relations Act and the Collective Bargaining Contract between the parties. The
19 following articles shall be deemed to remain unchanged in the Collective Bargaining Agreement
20 except as set forth below:

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**ARTICLE 163
(NEW)
DISTANCE EDUCATION (Online and Hybrid Classes)**

36 **163.1 Definition:** Distance education includes both the Hybrid and Online classes defined by
37 Title 5 where the instructor and student are separated by distance and interact through
38 the assistance of technology. For all courses offering online components there shall be
39 regular and effective contact as defined by Section 55204 of Title 5.

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163.2 Participation by faculty in distance education at Pasadena City College is voluntary. The
decision by a faculty member not to be involved with distance education will not be
negatively evaluated.

163.3 Certification: All distance education instructors, prior to their first distance education
assignment, shall complete training approved by the Distance Education Department or
demonstrate mastery or competency in online education.

163.4 Full-time Faculty Load Limitation: A full-time faculty member may be assigned to teach
up to 80% of their contract load each regular primary term (Fall or Spring) assignment as
online learning or a combination of online learning and hybrid.

Any deviation from this load limitation must be approved by the Division Dean and the
Vice President of Instruction.

163.5 Virtual Office Hours: All distance education instructors shall conduct virtual office hours.
The number of virtual office hours shall be no less than the percentage of the faculty
member's contract load that is designated as distance education held in proportion to the
professor's distance learning load. Virtual office hours can be conducted from any location.
The virtual office hours schedule and the synchronous method of interaction shall be
communicated to division offices via established division procedures and to students via
the course syllabus.

163.6 Class size for Distance Learning Classes: The class size limit for a distance education
class shall be the same as for traditional classes (face-to-face).

163.7 Evaluations ~~and Classroom Visitation~~ in Distance Education Courses: Evaluations
shall be conducted under Article 7 - Evaluation Procedures. Prior to the evaluation of a
distance education course or online component of a hybrid course the instructor shall be
given the opportunity to provide guidance to the administrator/designee and/or peer
evaluator regarding course organization and content that is applicable at the time of

52 review. **All evaluators may access the online course at the agreed upon days and**
53 **times. The District shall notify the Instructional Faculty unit member of Record in**
54 **advance of any plan to enter a Distance Education course for evaluation reasons.**
55 **Such visitors to a faculty member’s online course shall be added to the LMS in the**
56 **“Observer” role.**
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58 **163.7.1 Peer Evaluators:** The peer evaluators, who shall be certified in distance
59 education, shall be granted access to the designated course by the Distance
60 Education Department with prior notice to the instructor for a specific period of
61 time. The instructor shall guide the peer evaluators through the course by
62 providing directions, explaining the features of the course, and exploring the
63 course with the evaluators. The peer evaluator shall not have direct online
64 contact with students enrolled in the class. **If possible, peer evaluators will**
65 **have taught in the mode/format being evaluated (online or hybrid) within**
66 **the current year.**
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68 **163.7.2 Duration:** The evaluation of the course may occur over multiple visits within a
69 seven consecutive day period beginning with the first day of online entry into the
70 course. Follow-up observations may be arranged with the approval of the
71 Division Dean who chairs the evaluation committee. For hybrid courses, the
72 same peer evaluator will observe both the online and face-to-face portions of the
73 course. Access to the online portion will follow the above procedure.
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75 **163.7.3 Evaluation Form:** For the evaluated online/hybrid class the evaluator will submit
76 the form approved for use in online/hybrid classes.
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78 Signed and entered into this _____ day of _____, 2022.

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80 FOR THE COLLEGE DISTRICT

FOR THE ASSOCIATION

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