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**PROPOSAL FROM THE  
PASADENA CITY COLLEGE FACULTY ASSOCIATION  
TO THE  
PASADENA AREA COMMUNITY COLLEGE DISTRICT  
November 29, 2022**

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The collective bargaining proposal presented herein by the Pasadena Area Community College District to the Pasadena City College Faculty Association and is expressly made pursuant to the Education Employment Relations Act and the Collective Bargaining Contract between the parties. The following article shall be deemed to remain unchanged in the Collective Bargaining Agreement except as set forth below:

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

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

**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. ~~Faculty who instruct online shall maintain certification to teach in online or hybrid format, as required by the academic senate guidelines, accreditation requirements, and any state laws or regulations.~~

**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).

51 **163.7 Evaluations and Classroom Visitation in Distance Education Courses:** Evaluations  
52 shall be conducted under Article 7 - Evaluation Procedures. Prior to the evaluation of a  
53 distance education course or online component of a hybrid course the instructor shall be  
54 given the opportunity to provide guidance to the administrator/designee and/or peer  
55 evaluator regarding course organization and content that is applicable at the time of  
56 review. **All evaluators may access the online course at the agreed upon days and**  
57 **times. The District shall notify the Instructional Faculty unit member of Record in**  
58 **advance of any plan to enter a Distance Education course for evaluation reasons.**  
59 **Such visitors to a faculty member's online course shall be added to the LMS in the**  
60 **"Observer" role.**

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62 **163.7.1 Peer Evaluators:** The peer evaluators, who shall be certified in distance  
63 education, shall be granted access to the designated course by the Distance  
64 Education Department with prior notice to the instructor for a specific period of  
65 time. The instructor shall guide the peer evaluators through the course by  
66 providing directions, explaining the features of the course, and exploring the  
67 course with the evaluators. The peer evaluator shall not have direct online  
68 contact with students enrolled in the class. **If possible, peer evaluators will**  
69 **have taught in the mode/format being evaluated (online or hybrid) within**  
70 **the current year.**

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72 **163.7.2 Duration:** The evaluation of the course may occur over multiple visits within a  
73 seven consecutive day period beginning with the first day of online entry into the  
74 course. Follow-up observations may be arranged with the approval of the  
75 Division Dean who chairs the evaluation committee. For hybrid courses, the  
76 same peer evaluator will observe both the online and face-to-face portions of the  
77 course. Access to the online portion will follow the above procedure.

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79 **163.7.3 Evaluation Form:** For the evaluated online/hybrid class the evaluator will submit  
80 the form approved for use in online/hybrid classes.

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82 Signed and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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84 FOR THE COLLEGE DISTRICT

FOR THE ASSOCIATION

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