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**PROPOSAL FROM THE  
PASADENA AREA COMMUNITY COLLEGE DISTRICT TO THE  
PASADENA CITY COLLEGE FACULTY ASSOCIATION  
September 22, 2022**

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

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**ARTICLE 16  
(NEW)  
DISTANCE EDUCATION (Online and Hybrid Classes)**

31 16.1 **Definition:** Distance education includes both the Hybrid and Online classes defined by  
32 Title 5 where the instructor and student are separated by distance and interact through  
33 the assistance of technology. For all courses offering online components there shall be  
34 regular and effective contact as defined by Section 55204 of Title 5.

35 16.2 Participation by faculty in distance education at Pasadena City College is voluntary. The  
36 decision by a faculty member not to be involved with distance education will not be  
37 negatively evaluated.

38 16.3 **Certification:** All distance education instructors, prior to their first distance education  
39 assignment, shall complete training approved by the Distance Education Department or  
40 demonstrate mastery or competency in online education. **Faculty who instruct online**  
41 **shall maintain certification to teach in online or hybrid format, as required by the**  
42 **academic senate guidelines and any state laws or regulations.**

43 16.4 **Full-time Faculty Load Limitation:** A full-time faculty member may be assigned to teach  
44 up to 80% of their contract load each regular primary term (Fall or Spring) assignment as  
45 online learning or a combination of online learning and hybrid **can request 80% of their**  
46 **contract load as online classes, and if online classes are available or are later added**  
47 **to the class schedule, Deans must assign them according to seniority.**

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

50 16.5 **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.

16.6 **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 16.7 **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 of~~**  
58 **~~any plan to enter a Distance Education course for evaluative or disciplinary~~**  
59 **~~reasons. Prior knowledge of the entry is a requirement. Such visitors to a faculty~~**  
60 **~~member's online course shall be added to the LMS in the "Observer" role.~~**

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62 **16.7.1 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 providing  
66 directions, explaining the features of the course, and exploring the course with the  
67 evaluators. The peer evaluator shall not have direct online contact with students  
68 enrolled in the class. **If possible, peer evaluators will have taught in the**  
69 **mode/format being evaluated (online or hybrid) within the current year.**

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71 **16.7.2 Duration:** The evaluation of the course may occur over multiple visits within a  
72 seven consecutive day period beginning with the first day of online entry into the  
73 course. Follow-up observations may be arranged with the approval of the Division  
74 Dean who chairs the evaluation committee. For hybrid courses, the same peer  
75 evaluator will observe both the online and face-to-face portions of the course.  
76 Access to the online portion will follow the above procedure.

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78 **16.7.3 Evaluation Form:** For the evaluated online/hybrid class the evaluator will submit  
79 the form approved for use in online/hybrid classes.

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

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83 FOR THE COLLEGE DISTRICT

83 FOR THE ASSOCIATION

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