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**PROPOSAL FROM THE
PASADENA AREA COMMUNITY COLLEGE DISTRICT TO THE
PASADENA CITY COLLEGE FACULTY ASSOCIATION
August 25, 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)**

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16.1 **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.

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16.2 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.

16.3 **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 must maintain certification to teach in online or hybrid format.**

16.4 **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* **can request 80% of their contract load as online classes, and if online classes are available or are later added to the class schedule, Deans must assign them according to seniority.**

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

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.

51 16.6 **Class size for Distance Learning Classes:** The class size limit for a
52 distance education class shall be the same as for traditional classes (face-to-
53 face).

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55 16.7 **Evaluations and Classroom Visitation in Distance Education Courses:**
56 Evaluations shall be conducted under Article 7 - Evaluation Procedures. Prior
57 to the evaluation of a distance education course or online component of a
58 hybrid course the instructor shall be given the opportunity to provide guidance
59 to the administrator/designee and/or peer evaluator regarding course
60 organization and content that is applicable at the time of review. All
61 evaluators may access the online course only at the previously agreed
62 upon days and times stipulated by the instructor. The District shall
63 notify the Faculty Association and the Instructional Faculty unit member
64 of Record of any plan to enter a Distance Education course for
65 evaluative or disciplinary reasons. Prior knowledge of the entry is a
66 requirement. Such visitors to a faculty member's online course shall be
67 added to the LMS in the "Observer" role.

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69 16.7.1 **Peer Evaluators:** The peer evaluators, who shall be certified in
70 distance education, shall be granted access to the designated course
71 by the Distance Education Department with prior notice to the
72 instructor for a specific period of time. The instructor shall guide the
73 peer evaluators through the course by providing directions, explaining
74 the features of the course, and exploring the course with the
75 evaluators. The peer evaluator shall not have direct online contact
76 with students enrolled in the class. All if possible, peer evaluators
77 must will have taught in the mode/format being evaluated (online
78 or hybrid) within the current year.

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80 16.7.2 **Duration:** The evaluation of the course may occur over multiple visits
81 within a seven consecutive day period beginning with the first day of
82 online entry into the course. Follow-up observations may be arranged
83 with the approval of the Division Dean who chairs the evaluation
84 committee. For hybrid courses, the same peer evaluator will observe
85 both the online and face-to-face portions of the course. Access to the
86 online portion will follow the above procedure.

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88 16.7.3 **Evaluation Form:** For the evaluated online/hybrid class the evaluator
89 will submit the form approved for use in online/hybrid classes.

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91 Signed and entered into this _____ day of _____, 2022.

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93 FOR THE COLLEGE DISTRICT FOR THE ASSOCIATION
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