

**PROPOSAL FROM THE  
PASADENA AREA COMMUNITY COLLEGE DISTRICT  
TO THE  
PASADENA CITY COLLEGE FACULTY ASSOCIATION**

**March 6, 2025**

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:

**ARTICLE 13  
DISTANCE EDUCATION (Online and Hybrid Classes)**

13.1 **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.

13.2 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.

13.3 **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. Thereafter, at least every three years, faculty can maintain eligibility to teach distance education assignments in the following ways:

13.3.1: Earn one "quality reviewed" badge through the Peer Online Course Review (POCR) process; OR

13.3.2: Complete four (4) hours of workshops related to distance education (which also count for FLEX hours). Workshops would have an emphasis on accessibility, substantive interaction, authentic assessment, and successful course completion. Each professional development day will include options for fulfilling this requirement.

13.3.3: Recertification requirements will become effective for Fall 2026 teaching assignments.

If certification lapses, faculty are required to either complete the 8-week Online Teaching Certification (OTC) course or pass the DE Equivalency for one course.

13.4 **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.

~~Full Time Non-Instructional Faculty Load Limitation: A full time non-instructional faculty member may be assigned to work up to 80% of their contract load each regular primary term (Fall or Spring) assignment remotely.~~

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

13.5 **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.

13.6 **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).

13.7 **Evaluations 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 review. All evaluators may access the online course at the agreed upon days and times. The District shall notify the Instructional Faculty unit member of Record in advance of any plan to enter a Distance Education course for evaluation reasons. Such visitors to a faculty member's online course shall be added to the LMS in the "Observer" role.

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

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

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

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Signed and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

FOR THE COLLEGE DISTRICT

FOR THE ASSOCIATION

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