

23.1 Definition

Distance education is defined as instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology. A class in which any portion of the instructional class hours are delivered in this mode is considered a distance education class. Except as provided herein, a distance education class shall be treated the same as an on-ground course.

23.2 Training

23.2.A. Faculty who complete distance education training shall be provided a certificate of completion by the college that verifies the completed course content. Each college will keep a list of those faculty members who have certificates of completion. Re-certification shall be necessary in cases when a learning management system (LMS) changes- based on a recommendation from a participatory governance body within the District or when a faculty member has not taught at least one (1) distance education offering in three (3) semesters via a distance education modality.

23.2.B. The colleges will provide training in instructional technology, covering common elements in the District-supported course-learning management system, online teaching methods, and best practices. Training shall be reasonable and not onerous in nature related to the new LMS.- Any required distance education training mandated by the College and in excess of five (5) ten (10) hours per annum shall be compensated at a faculty member's hourly rate listed in Table 3.4.B.(1).

23.2.C. Distance education training may be waived if the dean and the department chair concur that the faculty member is sufficiently trained by an outside source to teach via distance education.

23.3 Evaluation

23.3.A. Distance education courses will not be in excluded-in from the evaluation process.

23.3.B. The instructor shall be notified via district e-mail when student appraisals are sent to their students in a distance education course.

23.3.C. Prior to any Evaluation Committee member observing a faculty member in a distance education format, the instructor shall receive, no later than the prior week, notice of an evaluation window no less than two (2) but no more than five (5) days from each indicate to each Evaluation Committee member an evaluation window no less than two (2) but no more than five (5) days.

23.3.D. For the purposes of evaluating a faculty member engaged in a distance education modality, all evaluators reviewing a distance education evaluatee must have previously received an orientation by designated College staff. be certified under provisions 23.2 of this article. Only the Evaluation Committee members engaged in the evaluation of a faculty member teaching via distance education must be so certified.

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23.4 **Assignment**

Distance education classes shall be assigned in accordance with the provisions of Article 5 of this agreement.

23.4.A. All faculty members have the right to decline a distance education assignment without impacting their assignment in accordance with Article 5, sections 5.2, 5.3, and 5.4. A distance education course shall be assigned the same load factor as an on-ground course.

23.5 **Resources**

23.5.A. Faculty members teaching distance education classes shall use the District-supported ~~course management system~~ LMS even when using publisher-provided web-based tools.

23.5.B. The District will provide access to technological assistance to support faculty with District-provided ~~course learning management software and hardware~~. LMS

23.5.C Decisions to change or replace the LMS shall include consultation with appropriate participatory decision-making bodies as articulated in the VCCCD Decision-Making Handbook.