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2 **PASADENA AREA COMMUNITY COLLEGE DISTRICT PASADENA CITY COLLEGE**
3 **FACULTY ASSOCIATION**
4 **TO THE**
5 **PASADENA CITY COLLEGE FACULTY ASSOCIATION**
6 **PASADENA AREA COMMUNITY COLLEGE DISTRICT TO THE**
7 **PASADENA CITY COLLEGE FACULTY ASSOCIATION**

8
9 **November 15~~9~~December 13, 2024**

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

16
17 **ARTICLE 13**
18 **DISTANCE EDUCATION (Online and Hybrid Classes)**

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20 13.1 **Definition:** Distance education includes both the Hybrid and Online classes
21 defined by Title 5 where the instructor and student are separated by distance and
22 interact through the assistance of technology. For all courses offering online
23 components there shall be regular and effective contact as defined by Section
24 55204 of Title 5.

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26 13.2 Participation by faculty in distance education at Pasadena City College is
27 voluntary. The decision by a faculty member not to be involved with distance
28 education will not be negatively evaluated.

29
30 13.3 **Certification:** All distance education instructors, prior to their first distance
31 education assignment and every three years thereafter, shall complete training
32 approved by the Distance Education Department or demonstrate mastery or
33 competency in online education as defined by the Distance Education
34 Department. Recertification requirements will become effective for Fall 2026
35 teaching assignments.

36
37 If certification lapses, faculty are required to either complete the 8-week Online
38 Teaching Certification (OTC) course or pass the DE Equivalency for one course.

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40 13.4 **Full-time Faculty Load Limitation:** A full-time faculty member may be assigned to
41 teach up to 80% of their contract load each regular primary term (Fall or Spring)
42 assignment as online learning or a combination of online learning and hybrid.

43
44 Full-Time Non-Instructional Faculty Load Limitation: A full-time non-instructional
45 faculty member may be assigned to work up to 80% of their contract load each
46 regular primary term (Fall or Spring) assignment remotely.

47
48 Any deviation from this load limitation must be approved by the Division Dean and
49 the Vice President of Instruction.

50
51 13.5 **Virtual Office Hours:** All distance education instructors shall conduct virtual office

52 hours. The number of virtual office hours shall be no less than the percentage of
53 the faculty member's contract load that is designated as distance education held
54 in proportion to the professor's distance learning load. Virtual office hours can be
55 conducted from any location. The virtual office hours schedule and the
56 synchronous method of interaction shall be communicated to division offices via
57 established division procedures and to students via the course syllabus.
58

59 13.6 **Class size for Distance Learning Classes:** The class size limit for a distance
60 education class shall be the same as for traditional classes (face-to-face).
61

62 13.7 **Evaluations in Distance Education Courses:** Evaluations shall be conducted
63 under Article 7 - Evaluation Procedures. Prior to the evaluation of a distance
64 education course or online component of a hybrid course the instructor shall be
65 given the opportunity to provide guidance to the administrator/designee and/or
66 peer evaluator regarding course organization and content that is applicable at the
67 time of review. All evaluators may access the online course at the agreed upon
68 days and times. The District shall notify the Instructional Faculty unit member of
69 Record in advance of any plan to enter a Distance Education course for evaluation
70 reasons. Such visitors to a faculty member's online course shall be added to the
71 LMS in the "Observer" role.
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73
74 13.7.1 **Peer Evaluators:** The peer evaluators, who shall be certified in distance
75 education, shall be granted access to the designated course by the
76 Distance Education Department with prior notice to the instructor for a
77 specific period of time. The instructor shall guide the peer evaluators
78 through the course by providing directions, explaining the features of the
79 course, and exploring the course with the evaluators. The peer evaluator
80 shall not have direct online contact with students enrolled in the class. If
81 possible, peer evaluators will have taught in the mode/format being
82 evaluated (online or hybrid) within the current year.
83

84 13.7.2 **Duration:** The evaluation of the course may occur over multiple visits within
85 a seven consecutive day period beginning with the first day of online entry
86 into the course. Follow-up observations may be arranged with the approval
87 of the Division Dean who chairs the evaluation committee. For hybrid
88 courses, the same peer evaluator will observe both the online and face-to-
89 face portions of the course. Access to the online portion will follow the
90 above procedure.
91

92 13.7.3 **Evaluation Form:** For the evaluated online/hybrid class the evaluator will
93 submit the form approved for use in online/hybrid classes.
94

95 Signed and entered into this _____ day of _____, 2024.

96 FOR THE COLLEGE DISTRICT

97 FOR THE ASSOCIATION

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