



Distance Education and Technology Committee Agenda	Tuesday, February 25, 2020 3:00 p.m. - 4:00 p.m., L-201
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Type of Meeting: Regular
Please Review/Bring: Agenda Packet

Perry Jehlicka, Faculty Co-chair
 Greg Bormann, VPAA Designee - *ABSENT*
 VACANT – ADMIN Council - Dean
 Dean LoNigro, ITS Management
 Mike Wilmes, Learning Management Media Specialist (Ex-Officio)
 Ken Sawicki, ITS Alternative Media Specialist
 Greg Krynen, ITS Technical Trainer
 Dr. Alex Parisky, IMC Representative
 Dr. Scott Lee, AP&P
 John Toth, Faculty Union
 Sheri Langaman, Classified Union
 Stephanie Mattila, Counseling - *ABSENT*
 Jim Bowen, Career Tech Ed
 Ken Lee, Rhetoric & Literacy
 Dr. Ariel Tumbaga, Arts & Humanities
 VACANT, Library
 Mary Jacobs, Health & Safety Sciences
 Ken Shahla, Math, Science & Engineering
 Kimberly Barker, Social & Behavioral Sciences
 Dr. Rona Brynin, Senator At-Large
 Dr. Ed Beyer, Senator At-Large
 Perla Chavez, ASO Representative

Items	Action
I. Call to Order	
II. Approval of Agenda	
III. Opening Comments from Co-chairs	
IV. Open Comments from the Public	
V. Approval of Minutes	A. February 11, 2020 DETC Minutes (attachment)
VI. Discussion Items	A. Distance Education Handbook – Perry Jehlicka B. Peer Online Course Review Group C. AVC Online Redesign – Perry Jehlicka (attachment) D. Faculty Training Certification – Perry Jehlicka
VII. Action Items	
VIII. Adjournment	
NEXT MEETING: 3/10/2020	



Distance Education and Technology Committee DRAFT Minutes	Tuesday, February 25, 2020 3:00 p.m. - 4:00 p.m., L-201
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Type of Meeting: Regular
Please Review/Bring: Agenda Packet

Perry Jehlicka, Faculty Co-chair
 Greg Bormann, VPAA Designee - *ABSENT*
 VACANT – ADMIN Council - Dean
 Dean LoNigro, ITS Management
 Mike Wilmes, Learning Management Media Specialist (Ex-Officio) - *ABSENT*
 Ken Sawicki, ITS Alternative Media Specialist - *ABSENT*
 Greg Krynen, ITS Technical Trainer
 Dr. Alex Parisky, IMC Representative
 Dr. Scott Lee, AP&P - *ABSENT*
 John Toth, Faculty Union
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 Stephanie Mattila, Counseling
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 Dr. Ariel Tumbaga, Arts & Humanities
 VACANT, Library
 Mary Jacobs, Health & Safety Sciences
 Kenan Shahla, Math, Science & Engineering
 Kimberly Barker, Social & Behavioral Sciences - *ABSENT*
 Dr. Rona Brynin, Senator At-Large
 Dr. Ed Beyer, Senator At-Large
 Perla Chavez, ASO Representative - *ABSENT*

Items	Action
I. Call to Order	3:03 pm
II. Approval of Agenda	Approved, unanimous
III. Opening Comments from Co-chairs	Perry, Dr. Lee and Dr. Beyer will be meeting to discuss the certification requirements for faculty in more detail and will bring that info to the next meeting. The Academic Senate will need to approve the course, separately from the POCR committee. The Senate will generally take the DETC’s recommendation.
IV. Open Comments from the Public	The number of students per online class vs. in person classes were discussed. Pros and cons of having larger numbers for online classes, as they aren’t limited by physical classroom size or number of desks/computers were also discussed. The wording in the contract can be interpreted multiple ways.
V. Approval of Minutes	A. February 11, 2020 DETC Minutes (attachment) – Approved, unanimous
VI. Discussion Items	<p>A. Distance Education Handbook – Perry Jehlicka (Should have been an action item, Perry will change it on the next meeting agenda).</p> <p>B. Peer Online Course Review Group – The group size and compensation were discussed for being on the POCR committee and reviewing classes was discussed. Will faculty be paid per section? Per class? Will there be multiple reviewing the same sections? 1 class could be reviewed in about a week. 70-80 pages per module/class is about average. Would there be different levels of reviewers based on experience? Faculty could be required to submit a self-evaluation of their</p>



	<p>classes to POCR, showing evidence of how they met all the requirements for OEI. Would there be FLEX options instead of a supplemental pay system? Would classes need re-approval if new content is added? Is there a time limit before re-certification would be needed? Dean is working on getting more tools approved for faculty to use. Faculty can share content, but each individual will need to be OEI certified. The Math department is working on adding 2 online math classes. Dr. Beyer is happy to help and share his templates if needed.</p> <p>C. AVC Online Redesign – Perry Jehlicka (attachment) – Perry and Dr. Beyer will meet and go over this in more detail. Will discuss at next meeting.</p> <p>D. Faculty Training Certification – Perry Jehlicka – Perry is eager to get this going and legitimize it. Several DETC members are going to meet with Perry to start working on this.</p>
VII. Action Items	None
VIII. Adjournment	3:45 pm
NEXT MEETING: 3/10/2020	

ATTACHMENT 11

ARTICLE XVII

DISTANCE LEARNING EDUCATION

- 1.0 Distance Learning **and/or Distance and/or Online Education** for the purpose of this agreement, is the process whereby the education of a student occurs in circumstances where the educator and the student are geographically separated, and the communication across this distance is accomplished by one or more forms of technology, typically electronic, such as podcasts, TV and computers, though not limited to these media. **The types of Distance Education courses and their descriptions will be determined by the Academic Senate.**
- ~~(a) Hybrid Course: A course designed to utilize some classroom based instruction integrated with other modes of electronic instructional delivery: e.g. Internet, e-mail, video, discussion boards, multi-media, etc. Hybrid courses meet both on campus and online.~~
- ~~(b) Interactive Television (ITV): classes shared by local sites and connected to remote sites.~~
- ~~(c) Online Course: a course designed to utilize methods of instruction entirely online. (No on campus meetings required.)~~
- ~~(d) Telecourse: videotaped course lectures; also call Instructional Television. Students view pre-taped lectures and then meet with an instructor for discussion, tests, and other classroom based activities.~~
- 2.0 The only real difference between traditionally taught classes and classes taught via the internet or other nontraditional means is the method of delivery. All of the rights, freedoms, limitations and responsibilities applicable to traditional classrooms are applicable to distance learning.
- 3.0 The primary purpose of distance learning courses will be to supplement rather than replace course section offerings to allow the District to better accommodate students' educational needs.
- 4.0 Workload will be determined in accordance with provisions of this contract. **The proportion of a unit member's workload taught through distance education will be established through agreement between the unit member and their department dean and is subject to all provisions elsewhere in the contract (in particular, Article X).**
- 5.0 The number of students assigned to any one distance learning course section shall be in accordance with the class size maximum set for regular course sections.
- 6.0 Technical support is limited to AVCCD owned software, equipment, or contracted services and is limited to AVCCD premises.
- (a) All Distance Education ~~online/hybrid~~ courses must be delivered using the course management system adopted by the College.
- 7.0 Evaluation Procedure
- (a) Any unit member who elects to teach an online class must agree to have his or her competency to teach distance education courses evaluated by the respective Dean and students during the first semester.
- (b) Instructors teaching distance education courses shall be evaluated.
- (c) Anyone who evaluates an online course shall have experience or training in online delivery or evaluation.
- (d) For probationary faculty, online course evaluation shall be part of the regular tenure evaluation process. For tenured and adjunct faculty, this evaluation will not restart the agreed-upon 3 year evaluation process.
- (e) Any teaching deficiencies shall be handled according to the provisions of this contract.

ATTACHMENT 1

ATTACHMENT 2

ATTACHMENT 3

ATTACHMENT 4

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ATTACHMENT 17

- (f) Unsatisfactory performance in teaching an online course may preclude the faculty member from further assignment to an online course.

8.0 Faculty Competency to Teach Online

- (a) Any bargaining unit member who voluntarily elects to teach a distance education course for the first time and every five years thereafter ~~an online or hybrid class~~ must:

1. Complete either Academic Senate approved training for Distance Education ~~online teaching or Academic Senate approved equivalent training~~ prior to teaching ~~an online~~ a Distance Education course, or prove to the satisfaction of the Academic Senate prior competence in Distance Education ~~online teaching~~ from another institution. ~~No compensation will be provided for the training, but the hours can be used for Faculty Professional Development credit.~~
2. Complete Distance Education training before teaching any Distance Education course that commences at least one regular semester (fall or spring) after Board approval of this Agreement. In the event the Academic Senate-approved training requires more than twenty hours, this timeline shall be renegotiated.
3. In the event that the Academic Senate has not developed, approved or scheduled training for Distance Education at the time an instructor begins to teach a Distance Education course, this instructor shall be excused from training until training is developed, approved, or scheduled, at which time he/she shall complete this training by the beginning of his/her next Distance Education course with instruction beginning one regular semester (e.g. fall or spring) after this training becomes available. In the event the Academic Senate-approved training requires more than twenty (20) hours, this timeline shall be renegotiated.
24. Complete institutional training for use of current College Distance Education course management system or equivalent.
35. Ensure that all courses taught are in compliance with the Course Outline of Record and Title 5 regulations as overseen by the AP&P approval process.

- (b) Training:

1. Training will be provided to all faculty wishing to teach Distance Education courses.
2. Faculty who complete Academic Senate required and approved training in Distance Education or Academic Senate-approved Distance Education provided by an outside organization shall be reimbursed by the District, upon the request of the faculty, for the cost of the course (if any). All training (including courses and programs) must be approved by the Academic Senate. Proof of completion of training must be submitted to the Academic Senate before the faculty member will be reimbursed.
3. Distance Education Training provided by Antelope Valley College: As per the protocol of the Faculty Professional Development program (FPD), faculty may claim FPD credit for this training, regardless of whether a particular faculty member is required to complete this training,
4. Distance Education Training provided by and outside organization (and approved by the Academic Senate): As per the protocol of the FPD program and Article IX, faculty who forego reimbursement for this training (and/or complete zero-cost training), may use the training toward one of the following: FPD credit, Faculty Academy advancement or column advancement on the AVC schedule.

9.0 Office Hours

- (a) All full-time faculty teaching Distance Education classes are required to maintain regular on-campus office hours and are to participate in campus governance responsibilities as stated in this contract.
- (b) Unit members teaching distance education courses may elect to fulfill their office hour requirement for the distance education course in an alternative distance mode away from the office. Virtual office hours may be held in proportion to the professor's distance learning load so long as the proportionate office hour is conducted in a synchronous mode and clearly communicated in the syllabus.
- (c) "Regular effective contact," as defined and identified in the Distance Education Form Question 5A "Regular Effective Contact" from AP&P, between instructor and students includes group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops telephone contact, correspondence, voice mail, email or other activities. Distance learning faculty shall use professional discretion in selecting the appropriate method(s) of student consolation and shall specify those method(s) in the course description including the response time for asynchronous communication.

10.0 District and Faculty Ownership

- (a) If materials developed cooperatively between District and Faculty are marketed, the District and Faculty must have an agreement that specifies distribution of royalties.
- (b) Instructional materials are the sole property of the Faculty member who creates them (except when developed as work for hire or cooperatively developed materials), and the District waives any claim to ownership of them.
- (c) When Faculty member(s) independently obtains grant funding for the production of a work or invention and seeks District participation, the District agrees ownership must be clearly delineated in a written agreement.
- (d) A Faculty member's lecture may be recorded by the college and made available to students during the semester of the class. The Faculty member shall own all copyrights or product rights to any recordings of his/her lecture.
- (e) Creation of intellectual property during a paid sabbatical leave is the property of the faculty member and the copyright to the work(s) is owned by the faculty member.

11.0 Distance Education-related Working Conditions

- (a) Teaching of Distance Education courses shall be on a voluntary basis unless indicated as required in the position announcement under which the unit member was hired.
- (b) Online classes shall NOT exceed maximum enrollment as stated on the AP&P Course Proposal ~~are excluded from over enrollment.~~
- (c) It is not the intent of the District to displace full time faculty because of Distance Education courses.
- (d) No Distance Education work shall be offered to persons not employed within the faculty bargaining unit.
- (e) No work traditionally performed by unit members shall be awarded to other institutions for transmission to Antelope Valley College District students by electronic means without written agreement with the Union.

12.0 Right of First Refusal

- (a) Subject to the District's rights of assignment, faculty who have developed an online course in the experimental phase and have subsequently taken the course through the curricular process shall have the first right of refusal for teaching the course for the first two semesters it is offered.
- (b) Distance Education courses are subject to the same management "right of assignment" rules as face-to-face classes.

13.0 Sick Leave

- (a) Unit members whose teaching assignment, whether as load or overload, includes on-line or other distanced education courses, shall receive the same number of hours of sick leave as they would be entitled to had the same course been offered as a full-term, traditionally delivered course, whether during the regular semester or during a intersession or summer session. Online instructors are expected to log on to the computer and monitor and interact with the students in the course each week of the semester or session when classes are scheduled to be taught. An instructor who has a serious illness that prevents him/her from attending to his/her duties teaching an on-line class shall account for sick leave in the following manner:
 - (b) For the purpose of sick leave calculation, the on-line course shall be treated as though it is being taught in a traditional classroom environment. Therefore, for each week of a regular semester length on-line course that a unit member is unable to log on to the computer and monitor and interact with the on-line students of the course, the unit member will use the appropriate sick leave hours according to the provisions in this contract under Article V, 3.3.
 - (c) During a intersession or summer session, on-line instructors are expected to log on to the computer and monitor and interact with the on-line students of the course for at least the same number of days of instruction as if the course were being held in a traditional manner on campus. If an instructor is ill and unable to perform this duty then sick leave shall be claimed in a way similar to that as if the course were being taught in a traditional manner.
 - (d) On-line instructors are required to notify the appropriate administrator if they will be absent from on-line instruction. In cases where the on-line instructor will be absent from the on-line course for a period longer than one calendar week, or an equivalent number of days during a winter or summer session, then effort shall be made to acquire a substitute instructor to monitor and interact with the on-line students of the course.
 - ~~(e) The District and the Union agree to research the issue of assignment distance education courses to load rather than overload and will try to reach agreement on a practice by spring 2011.~~
 - (fe) If faculty teaching distance education courses continue to meet their regular obligations with their distance education class sessions, whether they be online, hybrid, interactive television, telecourse or other course meeting the definition of a distance education course, while taking sick leave for their face-to-face class sessions, sick leave will not be taken for their online classes.

14.0 In recognition of the rapidity with which technology is changing, the District and the Federation will negotiate all new issues related to distance learning should the parties actually agree to do so.