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■ **ARTICLE 12: INTELLECTUAL PROPERTY RIGHTS AND DISTANCE LEARNING** ■

12.A. Intellectual Property Rights:

12.A.1. Ownership: All distance learning materials developed by a professor will be owned by that professor.

12.A.2. Right to Use: Mt. San Antonio College will have the right to use such material for courses offered directly by Mt. San Antonio College at no cost to the District.

12.A.3. Sale or Licensing: The professor may sell or license such material.

12.B. Assignment, Workload and Use of Developed Materials:

12.B.1. Voluntary: All distance learning assignments will be voluntary.

12.B.2. Approval: All assignments to distance learning courses must be approved by the department and division dean.

12.B.3. Load: Distance learning courses will count as part of a professor's regular load. They will be given the same units and LHE credit as in regular courses.

12.B.4. Right of First Refusal: The developer of a distance learning course will have the right of first refusal in teaching that course.

12.B.5. Sharing Materials: Professors may share course materials developed by other professors with mutual permission of the developer(s).

12.B.6. Maximum Distance Learning Workload:

12.B.6.a. Full-time Faculty: For a full-time faculty member, the maximum workload in distance learning courses is not to exceed 50% (or 7.5 LHE) of the faculty member's semester contract workload without special permission of the department and the division dean.

12.B.6.b. Adjunct Faculty: For adjunct faculty, workload in distance learning courses is limited to 6 LHE of the faculty member's workload without special permission of the department and division dean.

12.B.7. Virtual Office Hours: 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.

12.B.8. Traditional Offerings: Whenever a distance learning course is offered, if possible, the traditional classroom course shall also be offered.

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12.B.9. Class Size for Distance Learning Classes: In initial offerings, the class size limit for a distance learning class shall be the same as for traditional classes (face to face). After the initial offering, the online class size limit may be reviewed by the Mt. San Antonio College Distance Learning Committee. A change in the class size may be recommended and must then be approved by the Class Size Committee.

12.C. Compensation for Distance Learning:

12.C.1. Development Stipends: A professor who develops a distance learning course for the first time will receive compensation of 1 LHE (0.50 LHE for development of the course and 0.50 LHE when the course is actually offered) if the following conditions are met:

- The professor, the department, and the division dean have determined that there is a need for a new course online;
- The professor will develop the course on an agreed-upon timeline;
- The professor has agreed to and participates in training and mentoring in the use of electronic media.
- The training program will be in accordance with the guidelines set forth by the Academic Senate and the College's Distance Learning and curriculum committees. The training will occur in the term prior to the initial teaching of the distance learning course;
- The course is taught by the professor and class enrollment, as of the first census, meets the College's established guidelines for course enrollment.