

■ **ARTICLE 13: DISTANCE LEARNING** ■

13.A. Distance Learning Faculty Responsibilities:

- 13.A.1. Regular and Effective Contact: Distance Learning faculty must maintain regular and effective professor-initiated, academically-based contact with students throughout the course term. Regular and effective contact equivalent to a traditional class applies to any portion of a course delivered through distance learning and shall be evaluated as part of the regular evaluation cycle. Each professor teaching a Distance Learning course (100% on-line or hybrid) is required to have the same amount of regular and effective instructional hours as in non-distance learning classes. These hours are professor initiated contact with students that include but are not limited to group or individual meetings, orientation and review sessions, seminars or study sessions, field trips, telephone contact, voice mail, email, implementation of instructor-created materials, feedback on assignment, discussion forums, video conferencing, and blogs as described in each instructor's syllabus.
- 13.A.2. Prior to teaching a Distance Learning Course for the first time, professors are required to obtain Skills and Pedagogy for Online Teaching (SPOT) certification or other certification approved by the Academic Senate. Additionally, these professors are required to present to their department chair or designee a course shell for each DL course they will teach, together with a plan on how they will fulfill the regular and effective contact requirement. The District shall not assign a DL course to a professor who does not have current SPOT or other approved certification.
- 13.A.3. The SPOT certification is valid for a period of four (4) years. Every four (4) years professors will be required to obtain a recertification through a condensed SPOT training approved by the Academic Senate, not to exceed four (4) hours. By July 30, 2020, all faculty assigned to DL courses shall have a current SPOT certification and/or recertification.
- 13.A.4. There shall be a certification process for regular and effective contact. The Academic Senate in consultation with the Faculty Association and the District will create a rubric that identifies regular and effective contact. The rubric will be used only to determine regular and effective contact. This certification process is separate and distinct from the SPOT certification process.
- 13.A.5. A certified chair or certified designee may be granted access after a two (2) day notification period for no longer than one (1) week to visit a DL course to ensure that regular and effective contact is occurring. This observation shall occur after the 40% mark of the course. A follow-up written communication will be sent within two (2) weeks of the observation to the professor, to the department chair, and to the appropriate manager. If regular and effective contact is not evident during this observation, the professor may request a second review by a certified manager. The second review shall be in consultation with the professor. If the review does not find adequate regular and effective contact, a professor may be required to repeat SPOT certification or recertification in order to maintain eligibility for teaching DL courses. Teaching DL courses is subject to college need and loss of eligibility is not in itself a disciplinary action. No disciplinary action or