

Distance Education Committee Position Papers 2009-2010

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Committee: DE Committee
Committee Topic: Course Load

Distance Education Course Load

Statement of Current Policy

- No more than 40% of contract load (two [2] courses or six [6] units whichever is lesser) may be taught as distance education, or online, in any given fall or spring semester. (CCA/CTA/NEA Agreement 15.11)
- Faculty who teach four and five credit courses are limited to one DE course, whereas faculty teaching three credit courses may teach two DE courses per term.

DE Committee Involvement and Previous Actions

- DE course demand has increased steadily since the first online courses were offered in 2005.
- ACCESO researched and surveyed faculty opinions in Spring and Summer 2009.
- The DE Committee reviewed the results of the surveys and discussed the item on June 3, 2009, September 17, 2009, and October 15, 2009.

DE Committee Position

- In order to increase class availability and meet student demand, the available DE course load limit for faculty should be increased.
- DE committee recommends increasing the allowable DE course load for faculty. However, the limit should not be eliminated entirely. It is believed that eliminating the limit would allow some faculty to teach fully online, and before that can happen many other issues need to be addressed concerning committee work, office hours, etc.

IT IS THE POSITION OF THE DISTANCE EDUCATION COMMITTEE that the best practice for Imperial Valley College is as follows:

The faculty's DE course load should be set at 67% of contract load (three [3] courses or ten [10] units, whichever is less) in any given fall or spring semester.

NOTE: It is acknowledged that all matters pertaining to hours, wages, and working conditions must be negotiated between the District and Union. The position of the DE Committee is provided to assist in the development of best practices for Imperial Valley College and in no way attempts to bypass the process of collective bargaining.

CERTIFICATION

I hereby certify that the above position statement was approved by the DE Committee on November 5, 2009.



Signature of Chair

Committee: DE Committee
Committee Topic: Online Course Enrollment Limits

Online Course Enrollment Limits

Statement of Current IVC Policy

- The enrollment limit of an online course is equal to its face-to-face counterpart.
- There are varying enrollment limits for online courses, ranging from 20 to 40 students.

DE Committee Involvement and Previous Actions

- The DE Committee discussed online course enrollment limits on October 15, 2009, and again on November 5, 2009.
- The DE Committee recognizes that online courses often need more preparation and personal interaction for student success than their face-to-face counterparts.
- The DE Committee acknowledges that most research in the area of online course enrollment recommends course sizes in a range of 15 to 25 students.

DE Committee Position

- The DE Committee acknowledges that course time requirements for preparation, course management and effective communication are often greater in online courses than in their face-to-face counterparts.
- The DE Committee agrees that online courses and their face-to-face counterparts should be examined independently to determine the optimum enrollment limits for quality education.

IT IS THE POSITION OF THE DISTANCE EDUCATION COMMITTEE that the best practice for Imperial Valley College is as follows:

Enrollment limits for online courses should be established independently from their face-to-face counterparts, ensuring optimum enrollment for quality education.

NOTE: It is acknowledged that all matters pertaining to hours, wages, and working conditions must be negotiated between the District and Union. The position of the DE Committee is provided to assist in the development of best practices for Imperial Valley College and in no way attempts to bypass the process of collective bargaining.

CERTIFICATION

I hereby certify that the above position statement was approved by the DE Committee on November 19, 2009.



Signature of Chair

Committee: DE Committee
Committee Topic: Online Office Hours

Online Office Hours

Statement of Current Policy

- Currently, faculty members are required to hold five (5) hours of office hours each semester.
- According to the current CTA contract, faculty teaching online/hybrid classes can hold one of those five office hours online.

DE Committee Involvement and Previous Actions

- The DE Committee discussed this issue at the October 15, 2009, and the November 5, 2009, meetings.

DE Committee Position

- The Committee believes that the online office hour limit should be in proportion to the number of online/hybrid classes a given instructor teaches as part of their regular course load.
- In other words, instructors teaching two online classes (six units, or 2/5ths of a full load) should be allowed to hold two of the five office hours online.

IT IS THE POSITION OF THE DISTANCE EDUCATION COMMITTEE that the best practice for Imperial Valley College is as follows:

The online office hour limit should be revised to allow faculty members to hold office hours online in proportion to the number of online/hybrid classes that they teach.

NOTE: It is acknowledged that all matters pertaining to hours, wages, and working conditions must be negotiated between the District and Union. The position of the DE Committee is provided to assist in the development of best practices for Imperial Valley College and in no way attempts to bypass the process of collective bargaining.

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I hereby certify that the above position statement was approved by the DE Committee on November 19, 2009.



Signature of Chair

Committee: DE Committee

Committee Topic: Evaluation of Online or Hybrid Faculty as Part of the Tenure Process

Evaluation of Online or Hybrid Faculty as Part of the Tenure Process

Statement of Current Policy

- According to section 10.7 of the current Agreement between the CTA and the District:

However, for teaching faculty members who regularly teach online courses as part of their teaching load, the online course evaluation may be used by the evaluation team as an additional peer review of teaching in the contract, regular or tenure review facets of faculty evaluation, though it may not take the place of the formal classroom observations as described in Articles 10 and 11 of this agreement.

DE Committee Involvement and Previous Actions

- The DE Committee discussed this issue on February 25, 2010

DE Committee Position

- Online/hybrid courses taught at IVC need to be part of the regular tenure review process for all online instructors.

IT IS THE POSITION OF THE DISTANCE EDUCATION COMMITTEE that the best practice for Imperial Valley College is as follows:

The language in 10.7 should be changed to indicate that online course evaluation **should** (not may) take place for those teaching online/hybrid classes. Further, the evaluation of online/hybrid classes should also extend to the post-tenure review process.

NOTE: It is acknowledged that all matters pertaining to hours, wages, and working conditions must be negotiated between the District and Union. The position of the DE Committee is provided to assist in the development of best practices for Imperial Valley College and in no way attempts to bypass the process of collective bargaining.

CERTIFICATION

I hereby certify that the above position statement was approved by the DE Committee on March 4, 2010.



Signature of Chair

Committee: DE Committee
Committee Topic: Stipends for DE Development

Stipend for DE Development

Statement of Current Policy

According to the Agreement, section 17.14.1,

Compensation of \$540 per lecture unit shall be granted to the faculty member who successfully develops and delivers a complete distance education, or on-line course, for the first time, provided such course is operating on the official census date for the course. If another unit member develops or delivers the same or a different version of the same course during a subsequent semester, no stipend will be paid to this second unit member. For the purposes of this paragraph only, if a unit member develops an on-line non-credit course; one unit shall be defined as the equivalent of 18 hours of non-credit instruction. Payment for such course development shall be paid in one lump sum payment after the end of the semester in which the newly developed course was first offered.

DE Committee Involvement and Previous Actions

- The DE Committee discussed this issue on February 25, 2010

DE Committee Position

- Compensation is an important issue for IVC, not only because of the financial problems throughout the state and the nation but also because the ACCESO Project, which funded all DE development stipends, will end in June 2010.

IT IS THE POSITION OF THE DISTANCE EDUCATION COMMITTEE that the best practice for Imperial Valley College is as follows:

In order to increase our online course offerings and to encourage teachers to develop new online courses, we recommend compensation of some sort. However, alternate forms of compensation would be acceptable if they were deemed valid and mutually agreed upon.

NOTE: It is acknowledged that all matters pertaining to hours, wages, and working conditions must be negotiated between the District and Union. The position of the DE Committee is provided to assist in the development of best practices for Imperial Valley College and in no way attempts to bypass the process of collective bargaining.

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Signature of Chair

Committee: DE Committee
Committee Topic: Intellectual Property Rights for DE

Intellectual Property Rights for DE

Statement of Current Policy

According to the Agreement, section 21.6,

A unit member who develops on-line or distance education course for which s/he has been compensated through a stipend by the District or a District controlled grant is the joint owner of the distance education course with the District. The unit member retains the right to use the course materials at Imperial Valley College and at any other college at which the unit member is teaching or may in the future teach. The unit member is required to submit a complete copy of the distance education course, exclusive of student records, to the Distance Education Office. A copy of the distance education course shall be retained by the Distance Education Office and may be made available for the use of other faculty members at Imperial Valley College who may be assigned to teach the same course in the future. Neither the District nor the unit member has the right to commercially sell the distance education course to a third party without the express permission of the other party.

Unit members who develop an on-line or distance education course and receive no compensation from the District or from a District controlled grant or project retain exclusive rights in that course and have no obligation to share the course materials with the District, or any other party.

DE Committee Involvement and Previous Actions

- The DE Committee discussed this issue on February 25, 2010

DE Committee Position

- Intellectual property is a key issue for online programs throughout the United States.

IT IS THE POSITION OF THE DISTANCE EDUCATION COMMITTEE that the best practice for Imperial Valley College is as follows:

The current language should be modified to indicate that an online instructor is only required to turn in his/her course materials to the DE office once (after the course has been taught for the first time).

NOTE: It is acknowledged that all matters pertaining to hours, wages, and working conditions must be negotiated between the District and Union. The position of the DE Committee is provided to assist in the development of best practices for Imperial Valley College and in no way attempts to bypass the process of collective bargaining.

CERTIFICATION

I hereby certify that the above position statement was approved by the DE Committee on March 4, 2010.

A handwritten signature in black ink, appearing to be 'C. M. De' followed by a long horizontal flourish.

Signature of Chair

Committee: DE Committee
Committee Topic: Sick Leave and DE

Sick Leave and DE

Statement of Current Policy

- According to the Agreement, section 6.1.2.4, “Unit members whose teaching assignment, whether as load or overload, includes online or DE 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 winter or summer session.”

DE Committee Involvement and Previous Actions

- The DE Committee discussed this issue on February 25, 2010

DE Committee Position

- It is important to ensure that online/hybrid instructors are treated the same was as other instructors.
- Set forth DE Committee’s position statement:

IT IS THE POSITION OF THE DISTANCE EDUCATION COMMITTEE that the best practice for Imperial Valley College is as follows:

The language in the current agreement should remain intact.

NOTE: It is acknowledged that all matters pertaining to hours, wages, and working conditions must be negotiated between the District and Union. The position of the DE Committee is provided to assist in the development of best practices for Imperial Valley College and in no way attempts to bypass the process of collective bargaining.

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Signature of Chair

Committee: DE Committee
Committee Topic: Right of First Refusal

Right of First Refusal

Statement of Current Policy

- Currently, classes are selected by full-time faculty members within a division based upon seniority or a method agreed upon “through the collegial participation of all effected unit members” (15.15).
- As a result, faculty members who develop an online/hybrid course may not be able to teach that course.

DE Committee Involvement and Previous Actions

- This issue was discussed at the November 19, 2009, the February 18, 2010, and the February 25, 2010, meetings of the DE Committee.

DE Committee Position

- This is a central issue for DE faculty because many would not take the time to develop an online class if they were not guaranteed the ability to teach that class.

IT IS THE POSITION OF THE DISTANCE EDUCATION COMMITTEE that the best practice for Imperial Valley College is as follows:

If a faculty member develops an online course through the IVC’s agreed-upon process spelled out in AP 4021, then the faculty member has the right of first refusal to teach the course in question, regardless of the member’s seniority status. This would apply only to the first person to develop and deliver an online version of the course in question.

NOTE: It is acknowledged that all matters pertaining to hours, wages, and working conditions must be negotiated between the District and Union. The position of the DE Committee is provided to assist in the development of best practices for Imperial Valley College and in no way attempts to bypass the process of collective bargaining.

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Signature of Chair