

ARTICLE 16 - DISTANCE EDUCATION

Distance education facilitates access to education and provides a path to completion of academic and career objectives for college students and community members. Recognizing this, Faculty shall be expected to participate in teaching in alternate formats and master the skill of successfully teaching online. The College seeks to provide: (a) the community with programs which increase access to educational services; (b) students with intellectually stimulating courses which have a standard commensurate with those taught via successfully established delivery modalities; and (c) Faculty with opportunities to develop programs/courses and delivery systems. Last, the College and Faculty agree to work jointly to protect the integrity of TCC programs and course offerings.

1. **Distance Education.** Distance education is a teaching modality whereby all or the majority of instruction and student interaction occurs via electronic media or equivalent mechanisms with the Faculty and students physically separated from each other. This includes courses that are fully online as well as hybrid, flipped, computer based courses and other alternate delivery methods.
2. **Course Development.**
 - A. Course development is recognized as either 1) creating a new online course, 2) converting an existing online course to the appropriate TCC online or Quality Matters format, or (3) significant redesign of an existing online course.
 - B. The Academic Dean will initiate the process for online course development. Online offerings are based on student need and are offered at the sole discretion of the College.
 - C. Textbooks should be the same for online courses as face-to-face. Textbook decisions for online courses follow the same procedures outlined in Article 17 of this Agreement.
 - D. An online course is the property of the College, and as such will be held in repository for other qualified Faculty to utilize.
3. **Class Size.** Determination of class size for online classes is at the discretion of the College.
4. **Faculty Responsibilities.**
 - A. **Office Hours.** A Faculty member teaching an online course shall conduct the normally expected number of office hours. Faculty teaching online may schedule one (1) office hour online for each class taught online. In the event the Faculty member's entire program and/or load is comprised of online courses, the Faculty member shall be permitted to schedule a maximum of fifty percent (50%) of office hours online. Faculty are to meet with students in the venue best suited to meet student needs. Online office hours must be posted and accessible by students using methods in accordance with Article 13 Work Responsibilities of this Agreement.

- B. **Online Course Shells.** Each section of every course at the College will have an online course shell pre-built. All Faculty are expected to utilize the course shell to facilitate timely feedback and communication with students.
- C. **Online Teaching Assignments.** Assignments to teach an online course shall be voluntary. Assignments may be initiated by the Dean or at the Faculty member's request. Additionally, verification of the Faculty member's online certification/training, and/or demonstrated proficiency in online instruction as well as student engagement, success and course retention rates in current courses shall be reviewed prior to assigning Faculty members an online course(s).
- i. The Faculty member who developed the original course shall be given primary consideration to develop and teach the online course contingent upon satisfactory evaluation by the Dean. However, the College has the right to seek other qualified Faculty members or entities to develop and teach the course(s).
 - ii. The College has the right to use and/or modify through established procedures the online learning materials developed under by a Faculty member for instructional, educational, or administrative purposes.
 - iii. Prior to the development of an online course, the College and the participating Faculty member(s) shall agree on the extent and type of technical support needed and all required professional development that must be successfully completed.
 - iv. The College reserves the right to enter or monitor Faculty course shells.
 - v. Faculty agree to maintain currency in teaching and learning pedagogy and technologies that facilitate student engagement, and success in an online environment.
 - vi. Due to the speed of technological change in our society, the College and the Faculty should expect to engage in ongoing discussions and training regarding online learning issues, contractual and otherwise.
 - vii. The College shall determine which courses will be offered online, and reserves the right to schedule online and/or any alternate delivery courses to best serve student needs.
- D. **Workload.** Faculty members may teach up to fifty (50%) percent of their standard teaching load online as stated in Article 13 Work Responsibilities of this Agreement. Additional course(s) may be granted with approval of the Dean. Final approval of additional courses is at the discretion of the Provost.
5. **Evaluation of Online Faculty.** The College shall evaluate Faculty members involved in online instruction using College-approved evaluation instruments suited for this delivery modality. The College shall grant course access to the supervising Dean at the onset of instruction.
- A. The Dean may enter an online course at any time to assess instructional quality.

- B. Continued online teaching assignments are contingent upon but not limited to student completion rates, success rates, and student course evaluation information.
- C. All College online courses shall be evaluated by the Dean per the following timeframe:
 - i. First semester of the launch of a new course.
 - ii. Every two (2) years for existing courses, or if circumstances warrant, sooner and with greater frequency.