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**PROPOSAL FROM THE  
PASADENA CITY COLLEGE FACULTY ASSOCIATION TO THE  
PASADENA AREA COMMUNITY COLLEGE DISTRICT  
August 25, 2022**

**ARTICLE 16  
DISTANCE EDUCATION (Online and Hybrid Classes)**

- 16.1 **Definition:** Distance education includes both the Hybrid and Online classes defined by Title 5 where the instructor and student are separated by distance and interact through the assistance of technology. For all courses offering online components there shall be regular and effective contact as defined by Section 55204 of Title 5.
- 16.2 Participation by faculty in distance education at Pasadena City College is voluntary. The decision by a faculty member not to be involved with distance education will not be negatively evaluated.
- 16.3 **Certification:** All distance education instructors, prior to their first distance education assignment, shall complete training approved by the Distance Education Department or demonstrate mastery or competency in online education.
- 16.4 **Full-time Faculty Load Limitation:** A full-time faculty member ~~may be assigned to teach up to 80% of their contract load each regular primary term (Fall or Spring) assignment as online learning or a combination of online learning and hybrid.~~ can request 80% of their contract load as online classes, and if online classes are available or are later added to the class schedule, Deans must assign them according to seniority.
- Any deviation from this load limitation must be approved by the Division Dean and the Vice President of Instruction.
- 16.5 **Virtual Office Hours:** All distance education instructors shall conduct virtual office hours. The number of virtual office hours shall be no less than the percentage of the faculty member's contract load that is designated as distance education held in proportion to the professor's distance learning load. Virtual office hours can be conducted from any location. The virtual office hours schedule and the synchronous method of interaction shall be communicated to division offices via established division procedures and to students via the course syllabus.
- 16.6 **Class size for Distance Learning Classes:** The class size limit for a distance education class shall be the same as for traditional classes (face-to-face).
- 16.7 **Evaluations and Classroom Visitation in Distance Education Courses:** Evaluations shall be conducted under Article 7 - Evaluation Procedures. Prior to the evaluation of a distance education course or online component of a hybrid course the instructor shall be given the opportunity to provide guidance to the administrator/designee and/or peer evaluator regarding course organization and content that is applicable at the time of review. ~~All evaluators may access the online course only at the previously agreed upon days and times stipulated by the instructor. The District shall notify the Faculty Association and the Instructional Faculty unit member of Record of any plan to enter a Distance Education course for evaluative or disciplinary reasons. Prior knowledge of the entry is a requirement. Such visitors to a faculty member's online course shall be added to the LMS in the "Observer" role.~~

- 52 16.7.1 **Peer Evaluators:** The ~~peer~~ evaluators, who shall be certified in distance education, shall be  
53 granted access to the designated course by the Distance Education Department with prior  
54 notice to the instructor for a specific period of time. The instructor shall guide the ~~peer~~  
55 evaluators through the course by providing directions, explaining the features of the  
56 course, and exploring the course with the evaluators. The ~~peer~~ evaluators shall not have direct  
57 online contact with students enrolled in the class. **All evaluators must have taught in the**  
58 **mode/format being evaluated (online or hybrid) within the current year.**  
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- 60 16.7.2 **Duration:** The evaluation of the course may occur over multiple visits within a seven  
61 consecutive day period beginning with the first day of online entry into the course.  
62 Follow-up observations may be arranged with the approval of the Division Dean who  
63 chairs the evaluation committee. For hybrid courses, the same peer evaluator will observe  
64 both the online and face-to-face portions of the course. Access to the online portion will  
65 follow the above procedure.  
66
- 67 16.7.3 **Evaluation Form:** For the evaluated online/hybrid class the evaluator will submit the  
68 form approved for use in online/hybrid classes.