

1 **Definitions**

2 **Online Courses**

3 Courses that are delivered via the internet.

4 **Hybrid Courses**

5 Courses with a designated portion online and a designated portion in a classroom.

6 **Distance Learning and Instructional Technology Committee (DLIT)**

7 DLIT consists of the Distance Learning Coordinator, distance learning educational administrator  
8 and a minimum of seven faculty (full or part-time) appointed by the Academic Senate. Additional  
9 faculty may be appointed so that disciplines taught in the distance learning format are  
10 represented.

11 **Assignment**

12 All assignments of distance learning courses (online, or hybrid) shall be voluntary on behalf of faculty.

13 **Class Size**

14 Maximum class sizes are determined for pedagogical reasons, therefore, online and hybrid courses will  
15 utilize the same maximum class sizes as classroom instruction.

16 **Online Load Limit**

17 A faculty member shall not teach more than (18) loading units online in any school year (fall plus spring  
18 semesters), with a maximum online load of 10 loading units in any fall or spring semester. A faculty  
19 member shall not teach more than 10 loading units online in any summer, defined as the period between  
20 end of spring semester and beginning of fall semester. To exceed these limits, the faculty member must  
21 receive express written permission from the AEA, CIO and the Association.

22 **Faculty/Student Interaction for Online Instruction**

23 Online faculty should be online for a minimum of four out of seven days per week and at least three hours  
24 per week. Online instruction shall include regular and substantive interactions between students and  
25 faculty. In most instances, students should be able to get a response from faculty within a reasonable  
26 amount of time which must also be defined in the syllabus for the course.

27 **Online and Hybrid Course Material Development Process**

28 All faculty teaching an online or hybrid course for the first time must complete online training offered  
29 through the Distance Learning Department. Additionally, 25% of the course must be evaluated and  
30 approved by a review committee. The Distance Learning Coordinator and at least one other faculty,  
31 appointed by the DLIT committee, will review the course according to the timelines established by the DLIT  
32 committee. Online and hybrid course material development timelines shall include: September 1 for spring  
33 term, November 15 for summer term and March 1 for fall terms. A maximum of 35 courses will be reviewed

1 per term unless otherwise approved by DLIT.

2 **Online and Hybrid Course Development Stipends**

3 A faculty member who has completed the Distance Learning Department’s online training, completed the  
4 Online Course Material Development Process and teaches a three (3) unit online course for the first time  
5 shall be eligible for a course development stipend of \$2,500. After a faculty member has received the  
6 initial course development stipend of \$2,500, the faculty member will be eligible to receive a stipend of  
7 \$500 for each new online course that has been completed using the Online and Hybrid Course Material  
8 Development Process. If the same class is offered during a subsequent semester, no stipend shall be  
9 given. Online courses of fewer or more than three (3) units shall receive a pro-rata share of the stipend.  
10 Stipends for hybrid courses shall only be provided if the faculty member has not previously received a  
11 development stipend for an online version of the course and shall be pro-rated based on the percentage  
12 of the course taught online. Online development stipends shall be given in the semester the course is first  
13 offered.

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