

ONLINE LEARNING PROPOSAL: REVISED AS OF August 19, 2014

GRANDFATHER: All fully online courses taught prior to the signing of this agreement will be grandfathered under the 2004-2008 agreement.

SCOPE:

- This agreement will apply to fully online courses and hybrids unless otherwise differentiated.
- The term “online” will refer to both types of instruction.
- Strictly for the purpose of fulltime teaching loads, hybrids will count as 50% online, 50% campus.
- This agreement applies to all semesters including summer.

COURSE CREATION AND ASSIGNMENTS

- These guidelines will apply to fulltime and adjunct faculty.
- Each online course must be approved by the faculty member’s department, Associate Dean and the Academic Vice President.
- Course Ownership: The College acknowledges faculty members shall have sole ownership of any materials they create for their online courses. Faculty members shall take responsibility for obtaining copyright permission where needed to avoid copyright infringements.
- Assignments will be based on a faculty member’s request and seniority. Exceptions listed below will prevent a faculty member from being bumped for the indicated time period.
- No faculty member will be required to teach an online course.
- A laptop/tablet will be provided to all fulltime faculty teaching an online course. All laptops/tablets will be kept current with respect to the current operating system and virus updates and to comply with the most current guidelines issued by the IT department. The College maintains ownership of the laptop/tablet and IT will maintain these computers. Adjunct faculty who are teaching online may loan out a laptop/tablet for use during the session(s) that they teach online courses. Although every effort will be made to have enough laptops/tablets available for each session, it is possible that at certain times that the demand may exceed the supply.

FACULTY:

- Recognizing that there are specific classes that the College may need developed in order to expand certificate and degree offerings for students, during the years 2015-2018, the Academic Vice President will set aside \$10,000 per year to pay stipends equivalent to a one-credit hour to target the development of online/hybrid courses. The stipend may be paid as a 1-credit overload during the regular contracted semester, during winter intersession, or during summer. A Request For Proposals (RFP) will be issued on or before September 1 that stipulates the priority areas and criteria for application for use of these funds for the subsequent academic year (for example, an RFP will be issued on or before September 1, 2015 for use of funds in the 2015-2016 academic year). Please note that faculty may choose and are encouraged to develop online courses without this additional compensation.
- Faculty members teaching a fully online and/or hybrid for the first time will be protected for the first and second time offered, not including summer. Therefore, during the protected semesters, no one will be allowed to bump this faculty member from this course.

CLASS SIZE

- For “first time fully online and/or hybrid faculty members”, the maximum class size will be 22 (or the campus cap, whichever is lower) for only that first semester.
- The maximum class size for a fully online course shall be 25 students or the campus planning norm (whichever is lower).
- The maximum class size for a hybrid course shall be 30 students or the campus planning norm (whichever is lower)
- In the first semester, the faculty member will be allowed to teach the course with a minimum enrollment of 8 students. After that, the minimum enrollment will be 12 or less at the jurisdiction of the Associate Dean.
- Online courses cannot be overloaded.

COURSE ADMINISTRATION

- All services of the Online Education Office shall be available to support the faculty both with workshops and with one-on-one assistance.
- All College Policies, including those that stipulate the process of grade appeal, apply to online courses.
- The administration may not enter an online classroom without first notifying the faculty member in the same way that they would if they wanted to observe the faculty member in a classroom.
- Any technical reason for anyone to enter the online classroom should be preceded by notification to the faculty member.
- The college shall not sponsor an online education course offered by any other institution or facilitate any course that would compete with a WCC course currently being taught and/or listed in the college catalog.
- Course preview forms will be available to all students as soon as possible but no later than 7 days after the start of registration or when the course is assigned to a faculty member, whichever occurs last.
- If the administration decides to change the platform and faculty need to be re-trained, the administration will provide a stipend of \$300 per faculty member for less than 10 hours of training. The training must be available in person and online. If the training is between 10 and 20 hours, a stipend of \$500 will be provided.