

ONLINE LEARNING PROPOSAL

PREAMBLE: In order to provide an effective program of online instruction, the Westchester Community College Federation of Teachers and the College Administration have agreed to the following contractual language. This agreement will supersede the DL addendum to the Collective Bargaining Agreement 2004-2008.

The effective date shall be September 1, 2015 or the semester after this agreement is signed, whichever comes later.

GRANDFATHER CLAUSE: Those faculty who have started to teach an online course which would have been protected for 8 semesters as per the addendum to the 2004-2008 agreement will be allowed to finish their 8 semesters of protection. Faculty who are teaching online without the 8 semester protection will not be entitled to any protection. Faculty teaching a course online for the first time as of Fall 2015 will fall under this agreement and be entitled to 2 semesters.

SCOPE:

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

COURSE CREATION AND ASSIGNMENTS

- These guidelines 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, and will follow processes outlined in the WCCFT Collective Bargaining Agreement. Exceptions listed below will prevent a faculty member from being bumped for the indicated time period.
- No faculty member shall 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 2016-2019, 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 15 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 15, 2015 for use of funds in the 2015-2016 academic year for course development with the expectation that the course will be offered no later than Fall 2016).*
- 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 course for the first time will be protected for the first and second time offered, excluding summer. Therefore, during the protected semesters, no one will be allowed to bump this faculty member from this course.
- This protection applies only to one section of the same course per semester, whether taught as regular load or overload.
- 3.9 of the CBA applies to every course offered in the summer session
- The two semester protection will be suspended during authorized leaves of absence and resumed upon returning.
- When a faculty member chooses not to teach a course one fall or one spring as protected, they can resume the protection the following semester.

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 of teaching a course that is new to the faculty member, regardless of how many online courses he/she has taught before.
- The maximum class size for a fully online course shall be 25 students or the campus planning norm, whichever is lower. (Note: Online science courses which require a lab on campus will be designated as hybrid but the course itself will be considered an online course in terms of class size.)
- 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 an online 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.
- If the administration decides to change the platform and faculty need to be re-trained, the administration will provide a stipend equivalent to 0.5 credits paid as an overage per faculty member for between 10 and 20 hours of training. The training must be available in person and online.

STUDENT EVALUATION

- Online courses shall be subject to student evaluation in accordance with the provisions of the Collective Bargaining Agreement
- Student complaints shall be governed by the same procedure in effect for campus classes
- An appropriate form shall be developed for the evaluation of online classes, similar to the current form but taking into account the nature of the online courses.

COURSE OBSERVATION

- 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.
- A new form shall be developed for the observation of online classes, similar to the current form but taking into account the nature of the online courses.

OFFICE HOURS**Online office hours**

Online faculty may replace one on-campus office hour by an online office hour which must be accessible to students. They must publish the day/time of the online office hour and the methods of accessibility that may be used.

For the College _____ Dated _____

For the WCCFT* _____ Dated _____\

Subject to ratification by the faculty on 09-09-15