

I. INTRODUCTION

Distance Education at SRJC is defined as a formal interaction designed for learning in which the interaction principally occurs when the student is separated by location from the instructor, resources used to support learning, or other students. Distance Learning may employ correspondence study, audio, video, or computer technologies. Educational interactions delivered through these means may occur on campus as well as off campus. These interactions may be synchronous or asynchronous.

Online Instruction, as a core component of Distance Education at SRJC, is designed to benefit students and the college by providing alternatives to traditional "on-site education." Benefits and goals of such instruction shall include increased flexibility and convenience for students, as well as decreased use of impacted instructional space. Online teaching enables the college to better serve current and potential students both inside and outside its service area.

In order to assure that that distance education is characterized by the same concerns for quality, integrity, effectiveness and concern for student learning outcomes that apply to more traditional modes of instruction, the District shall implement the policies and procedures below.

- A. Treat Distance Education as another "instructional environment" with its own set of responsibilities, needs, resources, authority, and unique environment. As is reflected in the Course Outline of Record (COR), Distance Education is simply another Method of Delivery.
- B. Integrate Distance Education into program planning, both within and outside of traditional departments (e.g., development of a degree available through online/ mediated instruction).
- C. Develop and maintain a faculty support component, particularly for weekends and after hours.
- D. Seek and review the necessary and complementary support services for students and faculty in an online format.

II. EXPECTATIONS AND GUIDELINES FOR ONLINE INSTRUCTOR LOADS

- A. The percentage of load a Regular or Adjunct faculty member teaches online shall generally be no greater than 60%. A load greater than 60% in a semester load may be permitted when no other means to satisfy District need exists. These guidelines are intended to foster loyalty to the onsite locations of our District and its students, and to maintain connection and accountability to colleagues, academic departments, and community.
- B. Permission to receive greater than a 60% online load to meet District needs represents an exception and shall be established through collegial consultation between the Department Chair and Dean, and approved by the appropriate Vice President. In the interests of equity

and quality, the mechanism for granting and monitoring exceptions shall be developed and applied throughout the District.

- C. Regular faculty who are teaching online, are required to perform their college service, professional development, and collegial obligations, as well as to maintain significant presence in connection to the college's internal and external communities as outlined in the AFA Contract (see AFA Contract Article 17 - Job Descriptions).
- D. The District in consultation with the District Online Committee, departments, and individual instructors will develop and maintain a plan to deliver periodic training or conferencing on Distance Education to ensure that both Regular and Adjunct faculty are sufficiently integrated and "institutionalized" into the SRJC academic expectations or culture
- E. Evaluation of distance education or online instruction shall take place according to standards set forth in the AFA contract.
- F. Since Distance Education is simply an alternate Method of Delivery, it is understood that the equipment and the office space provided by the District on campus will be sufficient to perform the job duties of an instructor. The decision to work from an alternate location is a choice of the instructor and does not imply District responsibility to support equipment and office space in alternate locations.
- G. Procedures that foster appropriate expectations and communications between the online instructor, the Department Chair and secretary, and their colleagues shall be maintained and reviewed as needed. (See Article 17 of the AFA Contract.)