ce of Academic Affairs to evaluate and assess the effectiveness of
the pilot program in AY 2021/22.

DISTANCE EDUCATION COURSE DEFINITIONS:

40.2.1   Distance Education means: Instruction in which the instructor and student are separated by time
and/or distance and interact through the assistance of technology.

40.2.2   A DE course is defined as a course in which the required number of instructional hours
based on the number of units

number of instructional hours
based on the number of units is met face-to-face as well as online.

40.2. 4   Distance Education Committee (DEC): DEC consists of the Distance Learning Coordinator, distance
education coordinator and a minimum

40.3.2   If the course cannot be adequately supported by the LMS, the reasons and the link to the alternate
delivery system must be on file in the Office of Academic Affairs, signed by the DE Coordinator.

40.3.3   In order to preserve password protection and student authentication, all DE courses must be
accessed by logging into the college's LMS, including those approved to be delivered on a different
platform.

40.3.4   Any change to the current LMS must happen with sufficient time to allow faculty to complete
needed training.

quired

1. Apply for a maximum of three (3) semester units of course work to be eligible for career increment step. See 23.1.3.3.

OR

2. Apply for the maximum professional development stipend from their yearly academic professional development allocation. See Article 28.1

Unit members must complete training outside of contracted hours and cannot receive funding if time is being/has been applied to member's co-curricular/flex obligation.

Peer Online Course Review process completion is verified by course acceptance to the CVC/OEI "Exchange".

40.6   TRAINING AND PROFESSIONAL GROWTH

40.6.1   Prior to teaching online for the first time, faculty shall complete training to teach online as described in the college's Best Practices and Distance Education Faculty Handbook. Any faculty member who completes training to teach online may apply hours towards Co-curricu