

Section 9. DISTANCE EDUCATION:

- A. Definition: Distance Education is a method of instruction where the instructor and student are physically separate for most, if not all, of the instruction. Interaction is mediated by some form of technology, e.g. audio, video, and computer, that allows for students and the instructor to engage in the educational process.
- B. Teaching Load Factor: A faculty member teaching a distance education course (as designated by the College) shall receive LHE credit on the ratio of four (4) LHE per three (3) units taught. This provision shall remain in effect only for the term of this agreement (June 30, 2015). LGI factors shall apply to distance education courses in the same manner as for traditional courses.
- C. Course Development Factor: A faculty member assigned by the College administration to develop a course for distance education shall receive released time during the semester when the course is being developed. The ratio of released time shall be one (1) LHE per one (1) unit of course development. This provision shall remain in effect only for the term of this agreement (June 30, 2015).

**ARTICLE XII
FACULTY CONDITIONS**

Section 1. EVALUATION OF FACULTY:

- A. The purpose of the evaluation process for unit members is to improve the quality of instruction, enhance academic growth, promote professionalism, and assess performance of unit members.
- B. Unit members will be evaluated based on criteria including the following:
 - 1. Responsive to the educational needs of students by exhibiting awareness of and sensitivity to the diversity of cultural backgrounds, gender, age, and lifestyles; variety of learning styles; and student goals and aspirations.
 - 2. Concern for student rights and welfare, respect for the opinions and concerns of students, and willingness to assist students.
 - 3. Maintenance of ethical standards in accordance with American Association of University Professors (AAUP) ethical standards statement (1940; revised 1987).
 - 4. Maintenance of workable relationships with colleagues.

5. Specific criteria for each employee designations are as follows:

a. For Classroom Teachers:

Knowledge of subject matter; awareness of current developments and research in the field; demonstration of effective communication with students; effective use of teaching methods appropriate to subject matter, adherence to institutionally approved curriculum course outlines of record; evaluation of student progress through tests and examinations, written assignments, oral responses, etc. in keeping with course objectives; providing course syllabi to students; maintaining classroom records in accordance with District Policy; turning in all required student grading and evaluation reports in a timely manner; and maintaining a reasonable student retention rate.

b. For Counselors:

Evidence of appropriate counseling techniques as designated by review of student educational plans, career test interpretations, etc.; maintenance of counseling session records in accordance with District Policies; effective use of counseling methods appropriate to student need; knowledge of subject matter; awareness of current developments and research in the field; demonstration of effective communication with students; demonstration of respect for all students through the development of a warm and accepting environment; maintenance of confidentiality of the counseling session;

c. For Librarians:

Knowledge of library usage; awareness of current developments and publications in the field; demonstration of effective communication with students and faculty; effective use of research methods appropriate to faculty and student needs; awareness of college curricula; maintenance of appropriate records.

d. For Nurses:

Knowledge of subject matter; awareness of current development and research in the field; effective communication with students; effective use of nursing procedure; evidence of appropriate nursing objectives which are met through a student evaluation of services; appropriate maintenance of student records which protect the confidentiality of all service users; evaluation of students' progress in keeping current with nursing protocols and public health procedures.

C. The college administration shall be responsible for seeing that the evaluation process is followed as set forth in this section.