

Article 42

DISTANCE EDUCATION

A. Preamble

1. The purpose of distance education is to enrich and to increase the availability of the curriculum offerings of the STATE SYSTEM/UNIVERSITIES. The purpose of the parties in adopting this Article is to expand the curriculum offerings of the STATE SYSTEM/UNIVERSITIES, and to promote access to these offerings. The parties further agree that distance education shall not include instruction at multiple locations on the same campus.

2. The parties agree that the method of classroom instruction with the FACULTY MEMBER and the traditional residential and commuter students in the same room provides the best opportunity for a quality educational experience. Distance education is not intended to diminish that experience.

3. During the term of this Agreement, the STATE SYSTEM agrees not to retrench a FACULTY MEMBER teaching in a department where distance education is being used, when retrenchment is a direct result of distance education.

B. Definitions

1. Distance Education

a. Distance Education is defined as mediated communication/instruction between FACULTY MEMBER(S) and student(s) other than when FACULTY MEMBER(S) and student(s) are physically present in the same classroom. This linkage with technology allows real time or delayed interaction using voice, video, data and/or text. Examples of technological methods that can be used singly or in combination include audio transmissions, satellite transmissions, fiber optics transmission of full-motion video, video conferencing using compressed video, cable television, microwave transmission, audiographics/computer, videotapes, electronic mail, facsimile, world-wide web and CD ROM. It is the intent of this Article also to cover distance education by other technologies as they develop.

b. Distance education does not include the use of movies, filmstrips, videotapes, computers, and their related technologies, or other forms of aural or visual recordings, to the extent that they are used as part of course instruction, by a FACULTY MEMBER who is in the same classroom as the students. However, where a FACULTY MEMBER is in the same classroom as the students, but simultaneous transmission of some form

occurs to students in other off campus locations, this Article shall cover both the FACULTY MEMBER in the classroom as well as the education of students at the off campus location.

2. Home Site

Home site means the site at which the distance education originates. There may be more than one (1) home site for a distance education course, if more than one (1) FACULTY MEMBER is involved. The site at which a distance education course is recorded or otherwise stored for later transmission or replay shall be deemed a home site.

3. Remote Site

A remote site is any site physically separate from the home site at which a distance education course is received. There may be more than one (1) remote site for a course. If a course, which is recorded or otherwise stored for later replay, is replayed at the same site at which it was recorded, this site shall be the home site for recording purposes and the remote site for replay purposes.

4. Originating FACULTY MEMBER(S)

The originating FACULTY MEMBER(S) may be one (1) or more FACULTY MEMBERS who develop and teach a distance education course.

5. Instructor of Record

For credit-bearing University courses, the instructor of record is the FACULTY MEMBER(S) who has the task of grading students and otherwise supervising the offering of a distance education course. In no event shall a person who is not a FACULTY MEMBER be the instructor of record, except as provided for under Article 7, PERFORMANCE OF BARGAINING UNIT WORK.

C. FACULTY Participation

1. Except where specifically stated in a letter of appointment for a FACULTY MEMBER describing his/her job expectations, teaching through distance education technologies shall be voluntary during the term of this Agreement.

2. Prior to teaching a distance education course, a FACULTY MEMBER shall be afforded the opportunity for appropriate training in distance education

instruction or the use of a technology used by his/her University to offer distance education. Appropriate training shall be suggested by the FACULTY MEMBER in consultation with his/her department and will be subject to approval by the appropriate University official(s).

3. Prior to the start of a semester, each University shall provide local APSCUF a list of all FACULTY MEMBERS, who will be involved in teaching regularly scheduled distance education courses in that semester, which shall also include the course(s) taught by each FACULTY MEMBER and the compensation provided to each FACULTY MEMBER pursuant to Section I of this Article. For courses not regularly scheduled, local APSCUF shall be notified simultaneously with the assignment of the FACULTY MEMBER to the course.

4. The STATE SYSTEM shall encourage FACULTY participation in the distance education planning process. The STATE SYSTEM agrees that APSCUF may appoint three (3) faculty representatives to the STATE SYSTEM Distance Education Advisory Committee.

D. Technical and Instructional Support

1. The University shall assure the availability of technical support personnel and materials appropriate to the principal technology and consistent with the FACULTY MEMBER'S prior training and experience.

2. The University shall assure the means for students at remote sites to interact with FACULTY MEMBER(S) (e.g. site visits, voice mail boxes, e-mail, fax and other technological methods of communication).

3. The University shall insure that textbooks and other course materials are available to students at remote sites. Additionally, arrangements shall be made for library access, either through technology or physical access, as appropriate.

E. Course Approval

1. In approving distance education courses, the following criteria shall be applicable: (a) course approval through the traditional academic process; (b) a qualified instructor; (c) use of suitable technology as a substitute for the traditional classroom; (d) suitable opportunity for interaction between instructor and student; (e) suitable evaluation of student achievement by the instructor; and (f) integrity of the evaluation methods used.

2. New credit bearing courses, which may be offered through distance education, must be approved through the normal course approval procedure at the University.

3. Existing credit bearing courses, which may be offered through distance

education, shall be reviewed by the department and University curriculum committee, which shall each provide its recommendation to the President or his/her designee. Each University shall develop, at local meet and discuss, an expedited procedure to complete this review within thirty (30) days.

F. Evaluation

1. Evaluation of FACULTY MEMBER(S) teaching distance education courses shall follow the same procedures and practices that apply to regular classroom courses identified in Article 12, PERFORMANCE REVIEW AND EVALUATION, except as modified below.
2. For distance education courses, an appropriate student evaluation instrument shall be developed by local APSCUF, the University management and the appropriate student government body as designated by the President, and approved by local APSCUF and the University management at local meet and discuss. The University shall insure that student evaluation instruments are made available to, and completed by, students at all remote sites.
3. No probationary FACULTY MEMBER or any candidate for tenure or promotion shall be evaluated on his/her teaching of distance education courses during the term of this Agreement. No tenured FACULTY MEMBER shall be evaluated on his/her teaching of distance education courses without his/her written permission, unless specifically hired to teach distance education. Additionally, no recorded lectures or courses may be utilized for the evaluation of any FACULTY MEMBER or for renewal, tenure, or promotion decisions without the express written consent of the FACULTY MEMBER.

G. Assessment

The FACULTY MEMBER shall write an evaluation of his/her experiences in the distance education course and suggest measures, which may be taken to improve the quality of distance education in the future. Additionally, the FACULTY MEMBER should include any student perceptions regarding learning through distance education, which may be helpful in improving the quality of the course offerings. This FACULTY evaluation shall be submitted to the department chairperson, the department offering the course, and the appropriate Dean/management supervisor.

H. Intellectual Property

Ownership of Intellectual Property created through distance education shall be governed by the provisions of Article 39, INTELLECTUAL PROPERTY.

I. Compensation

1. Base Compensation

FACULTY teaching credit-bearing courses via distance education shall earn workload hours pursuant to either Article 23, WORKLOAD AND WORKLOAD EQUIVALENTS, or Article 27, CONTINUING EDUCATION, as appropriate. Base compensation shall be consistent with Article 22, SALARIES, or Article 27, CONTINUING EDUCATION, as appropriate.

2. Home Site and Remote Site Instruction

A FACULTY MEMBER teaching a distance education course shall receive his/her base compensation for teaching at the home site. Additionally, the FACULTY MEMBER shall receive a payment of \$100.00 for each remote site, a lump sum payment of \$500.00 for up to ten (10) students at the remote site(s) and \$40.00 for each additional student enrolled above ten (10) at the remote site(s). For purposes of the \$100.00 remote site payment, individual web site users shall not be considered individual remote sites. Enrollment will be established on the last day of the add/drop period for that class for that semester.

3. Instruction at the Remote Site(s) Only

An instructor of record shall receive the workload hours assigned to the course plus a payment of \$100.00 for each remote site, a lump sum payment of \$500.00 for up to ten (10) students at the remote site(s), and \$40.00 for each additional student above ten (10) at the remote site(s). For purposes of the \$100.00 remote site payment, individual web site users shall not be considered individual remote sites. Enrollment will be established on the last day of the add/drop period for that class for that semester.

4. Recording a Course Without a Live Class Present

If a FACULTY MEMBER is requested by management to record a course without a class present and does so, he/she shall receive the workload hours that would have been received had there been a live class present.

5. Reuse of a Recorded Course

If a recorded course is reused at any University or elsewhere by the STATE SYSTEM/UNIVERSITIES, by someone other than the originating FACULTY MEMBER, the originating FACULTY MEMBER shall be compensated forty dollars (\$40.00) per student. A recorded course may only be

reused with the written permission of the originating FACULTY MEMBER.

6. Preparation Compensation

In addition to the compensation required above, a distance education preparation payment of \$2,000.00 shall be paid the first time a FACULTY MEMBER teaches a distance education course, and when the same course is taught with the same technology three (3) or more years thereafter. Any FACULTY MEMBER, who had taught a distance education course within three (3) years prior to Fall semester 1999 with the same technology, shall not be eligible for this preparation payment in Fall 1999.

7. Travel

If it is necessary for a FACULTY MEMBER to travel to a remote site(s) for orientations or other academic purposes, travel expenses shall be reimbursed pursuant to Article 32, TRAVEL EXPENSES.