

AGREEMENT BETWEEN WESTCHESTER COMMUNITY COLLEGE AND THE WCCFT CONCERNING DISTANCE LEARNING ONLINE COURSES

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 is to be considered an addendum to the Collective Bargaining Agreement which runs from September 1, 2004 until August 31, 2008.

A. Effective date shall be Sept 1, 2005 or the semester after the contract is signed, whichever comes later....

B. DL Fellowships

1. DL Fellowships shall be limited to full-time faculty developing fully online courses.
2. DL Fellows shall receive a stipend of \$3000.
 - a. one-half of the stipend shall be paid after
 - i. successful completion of mandatory online and/or 1:1 training which shall be on the faculty member's own time, unless the training is waived by the DL Coordinator.
 - ii. development of the course and review by DL office
The review should take place at least 4 weeks before the semester starts. It will address the overall design and structure of the course and will incorporate the guidelines listed in the most current DL Course Checklist. Course content will not be reviewed. All corrections, if any are needed, should be made within the next 2 weeks when the course is reviewed again. Failure to comply will result in cancellation of the course.
 - b. one-half of the stipend shall be paid when the course is taught for the first time.
3. The maximum class size shall be 25 students. However, the first time a course is taught by an individual faculty member the maximum class size shall be 22 and the minimum shall be 5. For subsequent offerings the minimum enrollment is 15.
4. Faculty members shall be provided the exclusive use of a laptop computer and have his/her office PC upgraded, if necessary, while developing and teaching a Distance Learning course. During the same period of time, no DL faculty member shall be required to share an office PC with anyone else.
5. The first four years an instructor teaches his/her course Section 3.9 of the contract is suspended and no one can bump the instructor from teaching the course.
6. When a course is developed the faculty member must teach the course at least twice.
7. A \$100 stipend will be available for on-line faculty who complete a series of 3 voluntary training sessions for CE 6.
8. Should any major unanticipated difficulties arise as a result of the conversion to CE 6 which will require intensive faculty training,, the Union and the Administration will meet to address the problem.

C. Guidelines for converting existing on-campus courses to online courses without DL Fellowship support

1. These guidelines shall apply to fully online courses only.
2. Before any fully online course is independently developed it must be approved first by the faculty member's Department, Associate Dean and the Academic Vice President.
3. All WebCT support and training services provided by the Distance Learning office shall be available to the instructor e.g., workshops and one-on-one help.
4. A laptop and/or upgrade of the faculty member's office PC may be provided but is not guaranteed.
5. Scheduling of the course is at the discretion of the Academic Vice President.
6. The first time the course is offered it must be reviewed for form not content by the DL office.
 - a. Instructors who have previously taught a fully online course in WebCT:
see B, 2, a, ii above for more details.
 - b. Instructors who have not previously taught a fully online course in WebCT must demonstrate familiarity with WebCT and follow details outlined in B, 2, a, ii above.
7. Each semester the online course is offered
 - a. it must have a minimum enrollment of 15, except for the first time when the minimum will be 5.
 - b. it will have a maximum enrollment of 25 except for the first time it is offered when the maximum will be 22.
 - c. The first four years an instructor teaches his/her course Section 3.9 of the contract is suspended and no one can bump the instructor from teaching the course.

D. Course Availability

1. All courses shall be ready and available to students 5 working days before the start of the coming semester. The faculty member does not have to respond or monitor the course in any way during these 5 days. Failure to comply may result in the cancellation of the course. Note: the DL office will pull in (add) all registered students a week early. [A disclaimer will be available for instructors to post on their WebCT home pages before the semester begins. It will state that the WebCT course has been opened early to allow students time to become familiar with the structure of the course. The instructor will not be available until the semester starts (date/day included) and that any questions or problems students have before that date should be directed to the DL office (contact information to be included).]
2. Course materials and activities for the entire semester shall be in place within the WebCT shell at the time the course is open to students but they do not necessarily have to be visible to students.

E. DL Laptops

All DL Fellows shall agree to keep laptops current with respect to Windows and virus updates and to comply with the most current guidelines issued by the IT department. This is a crucial procedure needed to protect the integrity of the WCC network. Failure to comply shall result in the loss of the use of the laptop.

F. Adjunct Instruction in WebCT

1. Adjuncts shall be able to teach a previously developed WCC online course in a specific semester provided
 - a. the full-time instructor who designed the course agrees the adjunct instructor may use/modify the full-time instructor's WebCT course content. Subject to review as in B. 2a.ii above. The full-time instructor retains ownership of the original course content.
or
the adjunct instructor will develop the course while working with a DL Buddy and/or the Distance Learning office. Subject to review as in B. 2a.ii above.
 - b. the adjunct instructor has experience using WebCT as a supplement at WCC (or at another school) and
 - c. the adjunct instructor has the skills necessary to successfully manage and facilitate an online WebCT course (to be determined by the full-time instructor and/or the DL office)
2. Adjuncts shall be able to teach a WebCT course they have developed and taught at another school if
 - a. they have ownership of the course content and
 - b. approval of the course is given by the appropriate academic department at WCC and the DL office (see C2 and C5 above).
3. Support for adjuncts shall be provided by the DL office as stated in C3 above. The College will NOT provide a laptop or PC

G. 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.

H. Student Evaluation

1. Online courses shall be subject to student evaluation in accordance with the provisions of the contract.
2. Student complaints shall normally be governed by the 1983 memorandum concerning procedures to be followed.

I. Online course load

1. All full-time faculty can teach up to a maximum of two online classes per semester, as part of their regular load. However,
2. Full-time faculty, with 6 or more hours of release time, must teach one face-to-face class as part of their regular semester load.
3. F/T faculty members, who teach an online course as part of their regular load AND have their finals online, must pick up an on-campus proctoring assignment for each online course involved. (Those who hold on-campus finals for online courses don't "owe" any proctoring.)

J. 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.