

# Online College Project Faculty-District Agreement

|                      |
|----------------------|
| Name(s)              |
| Department           |
| Phone                |
| Email                |
| Course Number & Name |
| Course Units         |
| Proposed Format      |

## 1. Compensation

*(as noted in Article 32.02.H of the AFA contract):*

A faculty member entering into an agreement with the District to develop a course through the Online College Project (OCP), or equivalent District program, will be compensated for fourteen hours at the base hourly rate per unit of the course.

- a. Online course development is not considered loaded, but rather ancillary duties or “ghost” loaded.
- b. If more than one faculty member is developing a course, the developers must formally agree to the division of the compensation and note their percentage of compensation on the signature page below. Each participating faculty member is subject to all agreement provisions for review, approval, and scheduling.

## 2. Eligibility

To be eligible for compensation, participating faculty agree to the following:

- a. Before application to the OCP is approved:
  - i. The Instructor must show completion of the **Online Special Expertise** certificate in Canvas.
    - Please attach a copy of your OSE Certificate, or provide the date of completion.
  - ii. The proposed course must be approved for Distance Education delivery by the Curriculum Review Committee.
    - Please attach a copy of the Course Outline of Record which confirms that the course is approved for online delivery (you'll find this under "Other Codes" > "Distance Ed Approved").

## 3. Process

- a. The instructor(s) will schedule an initial meeting with the Instructional Designer to create a plan for design and development of their online course.
- b. The instructor(s) will schedule an initial consultation with the Instructional Accessibility Specialist in order to ensure the course as planned meets district accessibility criteria.
- c. The instructor(s) will meet with the Instructional Designer a minimum of three times during the course creation process in order to ensure the outcome of a high-quality, pedagogically sound course. Instructors who have fallen behind at any of these points will be given the opportunity to reevaluate their participation in the OCP and may decide to cancel their agreement and reapply at a later date. The three meetings will coincide with these three checkpoints: 1) completion of the first two instructional course modules, 2) completion of the first half of all modules required for the course, 3) completion of the full course in Canvas.
- d. The completed course must be reviewed and approved by the department chair, the supervising administrator, the Instructional Designer, and the Director of Distance Education. The statewide-developed online course review rubric (as noted below) will be used as the standard for evaluation. The department chair may also require additional criteria to be met before approval is given.
- e. After the course is reviewed and approved in 3.d, the final version must be reviewed for accessibility compliance by the Instructional Accessibility Specialist.

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- f. After the course is reviewed and approved in 3.e above, the Director of Distance Education will certify the project is complete and payment will be issued based on the Compensation guidelines noted in section 1. **Compensation** above.
- g. The course will be defined to include regular and effective contact as articulated in SRJC policy and as required through Title 5:  
**Regular Effective Contact/Regular and Substantive Interaction.**
  - i. Per SRJC Policy 3.28P, instructors will establish and publish clear expectations in the syllabus and/or other course documents concerning regular and effective contact with enrolled students, and maintain frequent regular student contact, in asynchronous and/or synchronous mode, equal to that of a similar face-to-face section over the course of each week.
  - ii. Per Title 5 regulations, §55204, “Any portion of a course conducted through distance education includes regular effective contact and substantive interaction between instructor and students, and among students, either synchronously or asynchronously, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, correspondence, voice mail, e-mail, or other activities. Regular effective contact and substantive interaction is an academic and professional matter.”
- h. The instructor(s) will use the Canvas course management system as the online delivery system.
- i. The instructor(s) will use the state’s Course Design Rubric as a guide to course creation.

**The course will be complete, reviewed and approved (through 3.e above) no later than May 30, 2023 in order to qualify for payment in June, 2023. After that date, funding will no longer be available, final payment will not be issued, and the agreement is ended without compensation.**

**The signatures below indicate the agreement by all parties to support the development of this course and the intention to offer it in an online format by the semester listed above.**

|                                                                                        |       |                   |
|----------------------------------------------------------------------------------------|-------|-------------------|
| _____                                                                                  | _____ | _____             |
| Faculty Signature                                                                      | Date  | % of Compensation |
| _____                                                                                  | _____ | _____             |
| Additional Faculty Signature (co-developer)                                            | Date  | % of Compensation |
| _____                                                                                  | _____ |                   |
| Department Chair Signature                                                             | Date  |                   |
| _____                                                                                  | _____ |                   |
| Dean Signature                                                                         | Date  |                   |
| <i>(Note: this should be the Supervising Administrator who will assign the course)</i> |       |                   |
| _____                                                                                  | _____ |                   |
| Director of Distance Education Signature                                               | Date  |                   |