**Online College Project Faculty-District Agreement**

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| --- | --- |
| **Name(s)** |  |
| **Department** |  |
| **Phone** |  |
| **Email** |  |
| **Course Number & Name** |  |
| **Course Units** |  |
| **Proposed Format** | 100% Online Hybrid (51%-99% Online) |
| **Please Check Which of the Criteria the Proposed Meets:** | |
| GE \_\_\_ CTE \_\_\_ Core Course in Certificate/Major | |
|  | |

1. **Compensation** *(as noted in the AFA/District MOU dated 3/8/17 regarding Article 32.02.H of the AFA contract):*

Effective Fall 2017. 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 (14) hours at the base hourly rate per unit of the course.

## Online course development is not considered loaded, but rather ancillary duties or “ghost” loaded.

## 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 contract provisions for review, approval, and scheduling.

1. **Eligibility**  
   To be eligible for compensation, participating faculty agree to the following:
   1. Before application to the OCP is approved:
      1. The Instructor must show completion of the Online Special Expertise certificate in Canvas.
      2. The proposed course must be approved for Distance Education delivery by the Curriculum Review Committee.
2. **Process**
   1. The instructor(s) will schedule an initial consultation with the Assistive Technology Specialist in order to ensure the course as planned meets district accessibility criteria.
   2. The instructor(s) will meet with the Instructional Designer 3 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 contract and reapply at a later date. The 3 meetings will coincide with these 3 checkpoints: 1) completion of the first two course modules, 2) completion of the first half of all modules required for the course, 3) completion of the full course in Canvas.
   3. 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.
   4. After the course is reviewed and approved in 3.c, the final version must be reviewed for accessibility compliance by the Assistive Technology Specialist.
   5. After the course is reviewed and approved in 3.d 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.
3. **Requirements**
   1. 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.**
      1. 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.**
      2. 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.”
   2. The instructor(s) will use the Canvas course management system as the online delivery system.
   3. The instructor(s) will use the state’s current online course review rubric as a guide to course creation and will adhere to statewide policies regarding 1) Minimum Course Management System Use by Exchange Courses and 2) Use of Proprietary Materials. Instructors can reference the rubric and policy details at [de.santarosa.edu/online-college-project](https://de.santarosa.edu/online-college-project).

**The course will be complete, reviewed and approved (through 3.e above) no later than June 30, 2019. 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.**

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Faculty Signature Date % of Compensation

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Additional Faculty Signature (co-developer) Date % of Compensation

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Department Chair Signature Date

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Dean Signature Date

*(Note: this should be the Supervising Administrator who will assign the course)*

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Director of Distance Education Signature Date