37.3 Assignment
While the District encourages the use of technology to provide alternative learning forums, no faculty member shall be required to teach an online education course without formal training or demonstrated expertise in online teaching. With mutual agreement, the immediate administrator may assign faculty to online courses once they are trained or possess previous experience in online teaching. No fulltime faculty member will teach 100% online for the academic year (fall/spring). Exceptions to the 100% restriction may be granted by the college president and the faculty member shall provide a written plan to meet professional obligations.

37.4 Training and Incentives
Prior to teaching online for the first time, faculty shall complete training to teach online as described in the college’s distance education plan.

Any faculty member who completes training to teach online shall receive one of the following incentives: 1) course credit for column advancement on the salary schedule, 2) hours applied towards professional hours obligation (Article 4), 3) hours applied towards Flex obligation, or 4) stipend contingent upon grant funding.

37.5 Initial Online Assignment and Review/Mentorship Incentives
If faculty teaching online for the first time are asked to have their initial online offering reviewed, the Distance Education Coordinator and/or at least one faculty approved to teach online, and the new online faculty’s immediate administrator will review the course.

37.5.1 Faculty members who agree to review an online course shall work as peer mentors to new online faculty. Peer mentor duties may include “touring” the new online class, report writing, meeting with the immediate administrator, Distance Education Coordinator, and new online faculty member. A peer mentor shall receive one of the following incentives: 1) hours applied towards professional hours obligation (Article 4), 2) hours applied towards Flex obligation, or 3) stipend contingent upon grant funding.

37.6 Training for Review and Evaluation
Any administrator or faculty member asked to review initial online course offerings or evaluate online education classes shall be trained in online education before they review or evaluate.

37.7 Online Office Hours
Faculty may conduct office hours from a remote location in an amount proportional to the percentage of their load attributable to online education courses. Office hours conducted from a remote location must be regularly scheduled and synchronous communication with students is encouraged and shall align with the requirements in Article 4.3.