

MIRACOSTA COMMUNITY COLLEGE DISTRICT

**DISTRICT/FACULTY ASSEMBLY
AGREEMENT**

**FOR THE PERIOD
JULY 1, 2021 - JUNE 30, 2022**

exception to the twelve (12) hour rule to meet the needs of a specific program or department. The faculty member may request the reason for any such exception in writing.

C.13.3 Online Instructional Assignments

Assignments

Classroom faculty members shall teach at least one sixteen (16) week class section, or two consecutive eight (8) week class sections, per semester “on-ground,” unless an exception is approved by the appropriate vice president.

Online Certification Requirements

Beginning in fall 2022, all faculty members assigned to teach distance education courses shall be required to meet the two online certification requirements described below. Those who complete the required district training and certification form will be certified to teach online.

1. **District Provided Training:** Complete a district approved training by the start of the fall 2022 semester covering: the Federal Education Rights and Privacy Act (“FERPA”), copyright, and accessibility standards. The training shall be available to faculty without charge, as self-paced online, by the start of the fall 2021 semester, as follows:
 - a. **Initial training:** The initial certification training shall be no longer than three (3) hours for all required content.
 - b. **Refresher training:** Faculty shall be required to complete a refresher training once every four (4) years to maintain currency to teach online. The refresher training shall be no longer than ninety (90) minutes for all required content.
2. **Certification Form:** Faculty shall be required to sign the *MiraCosta Online Class Requirements Self- Checklist*, which is attached as Appendix 10. By signing the certification form, faculty agree to abide by all recommendations on the checklist. Those who do so are agreeing to meet these recommendations in each class taught in an online or hybrid format on an ongoing basis. Faculty members shall be required to recertify once every four (4) years to maintain currency to teach online.

The appropriate dean or designee shall document that all faculty who are assigned to teach distance education courses have satisfied the certification requirements above. The dean or designee shall maintain a comprehensive list of certified online instructors, and shall consult this list prior to assigning a faculty member to teach a distance education course in accordance with department and district procedures.

The district must inform faculty members when recertification is required at the beginning of the academic year that the certification will expire. If a recertification notice is not provided on time, the faculty member will maintain certification until notice is given and the faculty member is afforded three (3) months to complete the process.

Exceptions to this requirement may be granted by the appropriate vice president, such as in emergency situations that require late instructor assignments. Efforts will be made to provide appropriate distance education training to the faculty member during the semester of the assignment. Completion of any training during this time will be at the discretion of the faculty member and in consultation with the department chair.

C.13.4 Dual Enrollment Assignments

Unless waived upon mutual agreement of the faculty member and the dean, dual enrollment assignments may only be made as an overload assignment.

The district will consult with the Assembly prior to completing agreements on dual enrollment.

C.14.0 CLASS SIZE MAXIMA

C.14.1 Future policy changes

Both the Assembly and the district reserve the right to negotiate a change to any class size maxima (CSM) in future negotiations.

C.14.2 Policy limitations

No class scheduled shall have a maximum assigned that is above the official maximum seating capacity of a room regardless of the approved CSM.

C.14.3 Implementation of new or altered CSM

All CSM for new courses shall take effect in the fall semester immediately following approval. Changes to existing CSM, temporary pilot projects, or other alternatives that modify CSM for one or more sections of a course shall be implemented in the registration cycle immediately following the approved change. The Office of Instruction shall archive and make available to faculty and administrators all rationales/validations used to establish changed CSM. The Office of Instruction is responsible for editing the course outline of record to include new and revised CSM and shall publish a list of CMS that is revised by June 30th of each year and posted to the Courses and Programs Committee web page.