

**AGREEMENT BETWEEN THE BOARD OF TRUSTEES  
AND THE FEDERATION OF TECHNICAL COLLEGE TEACHERS, AFT**

**Re: PROTOCOLS FOR DISTANCE LEARNING**

**Agreed Upon Language**

**Scope of Reopener\***

This reopener deals with the delivery of courses via fully online instruction, which typically takes place in an asynchronous learning environment and involves faculty-student and student-student interaction in the online environment.

**Bargaining Unit Placement**

The bargaining unit placement of faculty who teach distance learning courses will be consistent with existing practice for on-ground courses.

**Class Size**

Class size in an online course will be determined in accordance with existing college practices and will not exceed the class size for the same course taught on ground.

**Evaluation of Faculty Members who Teach Online Courses**

Observation of a teaching faculty member's online course for purposes of faculty evaluation will be done in the same manner as classroom observation is performed for on-ground courses. Evaluators shall be granted access to the faculty member's online course ("guest status") for purposes of the observation, which must be conducted in the presence of the faculty member.

Student ratings may be used in a manner similar to the use of student ratings in on-ground courses, except that colleges may use the student assessment vehicle provided by the Connecticut Distance Learning Consortium (CTDLC).

**Course Development**

For purposes of this Agreement re: Protocols for Distance Learning, course development is defined as either (1) creating a new distance learning course, or (2) converting or adapting an existing on-ground course to an online format. New courses shall follow existing college course offerings, development and approval processes.

**Ownership**

The concept of "shared use" will apply to online courses developed by teaching faculty members. This means that distance learning courses developed by teaching faculty members in the course of their employment may be used by the faculty member teaching elsewhere within the CCC system or in another higher education setting, and may also be used by the Board at the same college or at another college in the CCC System.

\* The "scope of reopener" has been agreed to by the parties. However, the parties do not agree whether the reopener is limited to online credit courses or may also apply to online non-credit courses. This issue will be decided by Arbitrator Roberta Golick.