Distance Education Policies

1. **ELAC distance education instructor assignment policy:**

East Los Angeles College policy states that online classes shall not be assigned to new instructors who have not provided proof that they have passed ETUDES training and an online pedagogy course.

Scheduling procedures for online courses that either meet a contractual load obligation or a seniority assignment will be made consistent with the AFT 1521 Collective Bargaining Agreement. As such, if a faculty member on an hourly seniority list completes the ETUDES training after a chair has completed the scheduling for the following semester (according to the guideline stipulated by the contract), the seniority rights for online teaching will take effect the subsequent semester.

2. **DE course content preparation policy:**

Materials for online courses should be substantially completed by the first day of instruction (this being defined as):

- Syllabus with dates
- Completion of 50% of modules
- Completion of 50% of assignments and discussions
- Completion of 50% of quizzes if applicable

Additionally, 100% of course material will be in the shell by the end of census week.

3. **elac_support policy:**

Elac_support is an email-based help service for students and faculty that provides assistance with the use of Etudes. To facilitate its optimal usefulness for students and faculty, the Distance Education Coordinator will have instructor status (access) in all Etudes courses, unless the instructor chooses to disable the elac_support option for his or her course.

Senate approved on 12-14-10