# **APPENDIX I - Telecourses ~~& Correspondence Study~~ and Self-Paced Courses**

I.1 Scope. These modes of instruction include courses that have been approved through regular curriculum approval processes. They are designed to provide alternatives when a regular class is not an option, such as when enrollment is insufficient or available sections do not meet student scheduling needs. Course modes described in this section shall not be used alone to deliver complete degree or certificate programs. The following categories and definitions shall apply:

~~A. Correspondence Study: A course which uses mailed information between instructor and student. Limited or no face-to-face time with instructor. Open rather than quarterly enrollment.~~

1. Self-Paced Course: An instructor-facilitated course designed for individual enrollment and study. Content and feedback is provided in an online course management system with limited or no instructor face-to-face time. Instructors are responsible for evaluating student assignments and examinations, but not for developing course content. Open enrollment. Seminar courses are a variation of self-paced courses that include limited face-to-face time with an instructor and quarterly enrollment. Self-paced courses are not competency-based education.
2. ~~Provisional~~ Telecourse: A course designed for individual enrollment and study, and which uses videotapes, CD’s, DVD’s or other ~~portable~~ modalities of video / audio media, including cable television ~~delivery~~ to deliver the course content. ~~, and whose enrollment has not reached the threshold for Regular Telecourses (see section 1.10 below).~~ Limited or no face-to-face time with instructor. Quarterly enrollment.
3. ~~Regular Telecourse: A course which uses videotapes, CD’s, DVD’s or other portable modalities of video / audio delivery to deliver the course content. Limited or no face-to-face time with instructor.~~

I.2 Integration of Telecourse & ~~Correspondence~~ Self-Paced Courses with other Agreement Provisions.

Contract provisions for Self-Paced Courses ~~Correspondence Study~~ (I.1.A) and ~~Provisional~~ Telecourses (I.1.B) shall be the same except for the provisions described in the following sections.

1. Faculty Salary. ~~Instructors responsible for the students enrolled in Correspondence Study or in a Provisional Telecourse shall be paid at the base rate of $24.93 per quarterly credit hour for each student enrolled in the course up to 35 enrollees. One half of the per-student fee will be calculated based on tenth-day equivalent enrollment and paid at the next pay period. The remainder of the per-student fees shall be calculated based on the number of students enrolled on the day following the last day students may withdraw with a refund, and this amount will be paid at the end of the quarter. When the Legislature appropriates an increase to the part-time faculty salary, the base rate for Correspondence & Provisional Telecourse courses will be increased by the same percentage.~~

1. Instructors responsible for students enrolled in a Self-Paced Course, a Seminar Course or a Telecourse shall be paid at the base rate of $26.66 per quarterly credit hour for each student enrolled. Instructors responsible for Seminar Courses will be compensated at an additional rate of $63.34 per hour for face-to-face time.

2. Payment for Self-Paced Courses, Seminar Courses, and Telecourses will be calculated based on total enrollment for the quarter and will be paid by the last pay date before the end of the quarter in which the student enrolled.

3. When the State Legislature appropriates an increase to the part-time faculty salary, the base rate for Self-Paced Courses, Seminar Courses, and Telecourses and the hourly rate for face-to-face time will be increases by the same percentage.

I.3. Workload.

1. Self-Paced Course ~~Correspondence Study~~: Workload shall not be calculated as in Article 11.3 for purposes of eligibility for pro-rata pay or tenure. No individual instructor shall enroll more than 35 students per quarter in this mode of study, except by agreement of the instructor. Enrollment will be tracked per student rather than per section.
2. ~~Provisional~~ Telecourses: Workload shall not be calculated as in Article 11.3 for purposes of eligibility for pro-rata pay or tenure; however the following limits will be observed:
3. Enrollment shall not exceed 35 sutdents per class, except by agreement between faculty and the eLearning administrator.
4. Full-time instructor may have one ~~Provisional~~ Telecourse overload

~~Enrollment shall not exceed 35 students per class~~.

1. Part-time instructors with a 50% to 66 2/3% load in regular classes may be assigned no more than two ~~Provisional~~ Telecourses.
2. Part-time instructors with a 25% but less than 50% load in regular classes may be assigned no more than three ~~Provisional~~ Telecourses.
3. Part-time instructors with less than 25% of regular classes may be assigned no more than four ~~Provisional~~ Telecourses.

I.4 Priority Hire. Credit toward eligibility for the priority-hiring list will not accrue when teaching ~~Correspondence Study or Provisional~~ Self-Paced Courses, Seminar Courses, or Telecourses.

~~1.5 Movement of a Course from Provisional to Regular Telecourse Category.~~ ~~A course designated as Provisional shall move to the Regular Telecourse category when it has achieved a minimum enrollment of 22 students at the tenth day for three out of four quarters. By joint agreement of the administrator and the faculty member, the course can be run as a provisional course after meeting the requirements to move to regular status. The AFT shall be informed of any such agreement. When a course first~~~~moves to the Regular Telecourse category, instructors who have developed and taught the Provisional Telecourse shall receive a developmental cost reimbursement of $1,000.~~

# I.5 Course Development

# A. Instructors will be compensated for developing and revising courses in the Self-Paced and Telecourse modes. The need for new and revised courses will be determined by the eLearning program in conjunction with the relevant academic program.

# B. Compensation for course development shall be paid upon completion based on a rate of $35 per hour for the following allotments of hours:

# 1. New Course: 8 hours per credit

# 2. Major Course Revisions: 4 hours per credit

# 3. Minor Course Revisions: 2 hours per credit