

19.4 Regular Load, Overloads and Underloads:

19.4.1 Regular Load: No instructor shall be required to have a classroom workload equal to more than a 100% workload in any semester unless he/she agrees. If he/she agrees to work beyond 100% during a semester, an average of 100% shall be maintained within a four (4) semester period. Exceptions apply in the case of faculty working to eliminate underload status.

- A. Online course assignments are contingent upon departmental needs and the Distance Education (DE) approval processes governed by the Curriculum Committee and DE Committee.
 - Full-time teaching faculty will be scheduled initially for a minimum of .40 FTE (18 activity points) face-to-face teaching load.
 - Full-time Counselors and Librarians will be scheduled initially for a minimum of .40 FTE (18 activity points) face-to-face assignment.
- B. In the case of hybrid courses, the proportion of the course taught online shall count toward the calculation of total online load (example: a 9.0 activity point class taught as a 50/50 hybrid course would count as 4.5 activity points of online instruction).
- C. If offered online assignments in order to meet departmental needs, new hires who have been unable to complete the full DE Certification process shall be allowed to complete the DE Certification process concurrent to teaching online, during their first year of employment. The first 40-hour training must be completed by the end of the first semester, the second 40-hour training may be completed no later than the second semester.
- D. All online instructors must meet the following training requirements:
 - 40.0 hours of training through @One Solano Community College Distance Education Committee (SCC DE), or equivalent course
 - 40.0 hours of Accessibility training through @One, SCC DE, or equivalent course
 - Training scores should be 80% or higher
 - Maintain currency with the current learning management system (LMS) and online pedagogy by doing the following:
 1. At minimum, 6 hours of training each year.
 2. Suggested courses include @One, SCC FLEX courses specific to Canvas, Online Learning, and other online sources.

3. Hours must be tracked through Professional Development.

E. In the event of an emergency transition to remote instruction, the following provisions will apply:

- Faculty with full DE Certification may decide whether to conduct remote instruction asynchronously or provide synchronous instruction via Zoom conference.
- Faculty lacking full DE Certification must provide synchronous instruction via Zoom conference.

F. In the event that public health conditions necessitate the transition of a greater proportion of class offerings to online modalities prior to the start of a semester, instructors who have not received full DE Certification approval may lose assignments.