



Joe Rizzo, Chair of the MCCC Distance Education Team, & Michelle Gallagher MTA Consultant

Evaluation of Distance Education Faculty Negotiated

The Distance Education Agreement between the MCCC and the BHE took effect in 1998 and applies to both the Day and DCE units. This labor agreement was one of the first in the country dealing with this subject and established guidelines for assignment, compensation, intellectual property, class size, and course adaptation. It also provided that there would be no evaluation in either Day or DCE sections during the first two offerings of a course in a particular distance modality.

In addition, the agreement established the (labor/management) Distance Education Statewide Implementation Committee to deal with the evaluation of distance education faculty and other distance education programs and issues. After two years of consideration and study, this committee has negotiated the process, procedures, and forms for the evaluation of distance education faculty. Highlights of the agreement include:

Student Evaluation Form – A new student evaluation form suited to distance education will be utilized. A distinctive feature of this form is the inclusion of questions that relate to institutional support such as the reliability of the technology, and the college's orientation of students regarding readiness to take a distance course. These questions will not be counted toward the evaluation of the instructor. Rather, they are intended to monitor the quality and efficacy of the college's distance education

program. The evaluation will be administered after approximately 80% of the course is completed and may be conducted by means that are reasonable and consistent with the delivery of the course.

Student Interaction Plan – Instructors will provide students with a Student Interaction Plan form detailing faculty availability to students and will note whether the course is synchronous or asynchronous. The form also includes information on the nature of student-faculty interaction in the context of the distance course.

Course Materials Checklist – This form is similar to that found in the Day and DCE contracts but modified for the application to distance education courses. Students will be made aware of course expectations at the time that the course is offered.

Instructional Observation – Synchronous courses, such as those taught through interactive teleconferencing, will be observed in a conventional manner. Asynchronous courses, such as on-line courses, will have a conference prior to the evaluation where the observational methodology will be determined. The Instructional Observation Form will indicate that the evaluator and the instructor are aware of method of the evaluation. The instructional criteria of the evaluation are also listed on the instrument.

All other terms of the pertinent collective bargaining agreements (Day and DCE) will be in full force and effect except as modified by the Distance Education Agreement and its evaluation provisions. For instance, the Day contract provides that tenured and non-tenured faculty are to be evaluated at a different frequency. Such would also be the case with the evaluation of these unit members when teaching a distance course.

The objective of this evaluation agreement was to find, through collective bargaining, a fair and pedagogically sound basis of evaluating instruction and learning in the distance education milieu while at the same time ensuring professional latitude and protecting academic freedom. These provisions may be alterable in future negotiations but will serve as a thoughtful and well considered foundation toward bringing the highest possible quality of distance education to community college students in Massachusetts. The Distance Education Agreement and the evaluation language and forms can be found at the MCCC website www.tiac.net/users/mccc/.

The MCCC representatives to the Distance Education Statewide Committee are Joseph Rizzo, Chairperson, Michelle Gallagher, MTA Consultant, Louise Deutsch of Cape Cod Community College, and Peter Flynn of Northern Essex Community College. Questions concerning the Distance Education Agreement may be directed to Joe Rizzo m3cdce@msn.com. Joe Rizzo and Michelle Gallagher are also available for campus visits in this regard. ■

Form DE-2 Distance Education Course Interaction Plan

This form is to be completed by the faculty of record. Students enrolled in this distance education course shall receive a copy of this completed form.

Course Title: _____

Faculty: _____

Telephone Number: _____

Office Hours: _____

(if any)

Mailing and/or Email Address: _____

Asynchronous Course

Synchronous Course

Asynchronous: This form of distance education is characterized by an emphasis on "learning on demand" or "as needed communication" between students and faculty from multiple locations at times convenient to participants.

Synchronous: This form of distance education entails the use of live, two-way communication among and/or between students and faculty in a scheduled or "fixed" point(s) of time(s), much like classroom-based instruction.

This course may include, but not be restricted to, the following interactions:

	YES	NO
1. in person meetings	<input type="checkbox"/>	<input type="checkbox"/>
2. telephone interactions	<input type="checkbox"/>	<input type="checkbox"/>
3. electronic interactions (email, internet ...)	<input type="checkbox"/>	<input type="checkbox"/>

If yes, dates, times, places are to be specified.

Students are required to engage in the following interaction(s) for successful completion of this course:

Form DE-3 Page 2

	5	4	3	2	1	N/A
13. To what degree were students encouraged and given the opportunity to interact with the instructor?	_____	_____	_____	_____	_____	_____
14. To what degree did the instructor return assignments and tests in a timely fashion?	_____	_____	_____	_____	_____	_____
15. How fair was the instructor's method of evaluation of student performance?	_____	_____	_____	_____	_____	_____
16. How closely did the instructor's method of evaluating student performance conform with the course syllabus?	_____	_____	_____	_____	_____	_____
17. To what extent did the instructor assist you with the course materials when help was requested?	_____	_____	_____	_____	_____	_____
18. To what extent was the instructor available at scheduled times?	_____	_____	_____	_____	_____	_____
19. How effective overall were the course materials?	_____	_____	_____	_____	_____	_____
20. How well did the technology perform?	_____	_____	_____	_____	_____	_____
21. How well prepared were you at the beginning of this class for the technology used in this course?	_____	_____	_____	_____	_____	_____
22. How comfortable are you now with the technology used in this course?	_____	_____	_____	_____	_____	_____
23. To what degree do you think the technology used in this course was effective in achieving the course objectives?	_____	_____	_____	_____	_____	_____
Would you take a distance education course from this instructor again?						
Circle:	Yes	No				
Comments (print legibly):	_____					

Sign:	_____	Date:	_____			

Selected Pages of Distance Ed Evaluation Forms. Form DE-2 Interaction Plan and Page 2 of Student Evaluation listing "technology questions."
For Complete Distance Ed Forms
Visit the MCCC Website <http://www.tiac.net/users/mccc/>

MCCC News

<http://www.tiac.net/users/mccc>

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