

REQUEST FOR LARGE DISTANCE EDUCATION/DISTANCE LEARNING CLASS

Department: _____ Term: Fall Winter Spring Summer Year: _____

I request the following class for consideration as a large distance education/distance learning class under the terms of the current CBA, article 40.

Course Name (e.g. Economics 1)

Class # (if known)

Requested enrollment limit: 50 60 70 80 Other (b/t 51-79): _____

Instructor Name

Instructor LACCD E-mail Address

Instructor Signature

Date

Chair Signature

Date

Signature of V.P. of Academic Affairs (or Designee)

Date

Please be advised:

- The instructor of an approved large distance learning class will be compensated based on enrollment at census (or appropriate apportionment date) as follows:
 - Class stipend of \$500 per standard hour if enrollment at census is between 50 – 59
 - Class stipend of \$1000 per standard hour if enrollment at census is between 60 – 69
 - Class stipend of \$1500 per standard hour if enrollment at census is between 70 – 80
- Only one such large DE/DL class stipend is permitted per instructor, per semester.
- Any large distance learning class counts as a single class for 67% limit purposes.
- Authorization for a large DE/DL class may/should be based on enrollment history, retention rates, high student demand.
- Upon agreement of the department/division chair, at the stage of schedule planning, the chair and instructor may submit this request to the V.P. of Academic Affairs (or Designee).