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:
  o Class stipend of $500 per standard hour if enrollment at census is between 50 – 59
  o Class stipend of $1000 per standard hour if enrollment at census is between 60 – 69
  o 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).