

## **MEMORANDUM OF AGREEMENT**

**March 1, 2000**

This Memorandum of Agreement will stay in effect from September 1, 1999 to August 31, 2001. Distance Learning is a new and dynamic endeavor for Jefferson Community College. Innovation and flexibility will be needed by all members of the campus community to successfully deliver quality programming to our students. The components of this agreement will be reviewed periodically by a committee consisting of three members from Administration and three members from the Faculty Association and submitted to the Labor/Management Committee. The first review will be conducted at the end of the Fall 2000 semester. The provisions in this agreement are understood by both parties to be experimental and innovative and are not to be used as terms for precedent or past practice arguments in future negotiations.

This Memorandum of Agreement will cover three different forms of Distance Learning: Internet Courses (asynchronous), Interactive Video (synchronous), and CRT courses (Courses Ready to Take). Because these formats differ greatly in creation of course material, training and use of technology, each format will require a specific set of procedures and compensation but some general guidelines will be used for all.

### **GENERAL GUIDELINES:**

- 1.The Agreement will cover the 1999-2001 Academic Years.
- 2.No teacher will be adversely affected because of the College's participation in asynchronous instruction. There will be no reduction in College faculty and staff directly related to the College's participation in asynchronous learning.
- 3.Participation is voluntary. Full-time faculty members will be given first preference.
- 4.Faculty who agree to participate agree to develop the course and teach it at least twice.
- 5.Textbooks and materials for all courses are selected by the JCC teacher.

6. The College has rights to the course outline developed by a faculty member. In this context, the course outline is defined to include a detailed syllabus which sequences course content into specific modules and a set of instructional resources (such as a bibliography of Library citations and Internet sites/hot links; graphics; orientation documents) which could be used subsequently by anyone teaching the course. In this context, the course outline does not include specifically developed assignments, exams, or lectures which would remain the intellectual property of the faculty member who generates them.

7. The College will make a good faith effort to see that reasonable class size is maintained.

8. The College will provide faculty members who participate with training and technical support. This will include cost of instruction, materials and supplies. For site training, faculty will be paid a stipend based on the Grade 2 rate, computed to an hourly basis for training taking place outside the normal duty times or days.

### **Internet Courses (Asynchronous)**

1. Faculty will be paid a stipend of \$500/credit hour for each course developed and accepted by the Academic Dean.

2. The College will provide faculty members who participate:

a. a computer while developing and teaching the course;

b. software needed to teach the course;

c. up to the negotiated rate for home Internet service, including second line charges, as long as the course is taught by the faculty member;

d. payment of \$600 per credit hour or an equivalent reduction in load for the first time an individual teaches a SLN course.

3) The College will be responsible for providing a template to aide in the design

of this course material.

### **Interactive Video (synchronous)**

1. The College will provide faculty members who participate:

a. a computer while developing and teaching the course;

b. software needed to teach the course.

1. The college may tape distance learning classes, but the tapes are not to be used for faculty evaluation. Faculty members are encouraged to review the tapes for self evaluation. Tapes will not be used in subsequent semesters.
2. The college will be responsible for all necessary arrangements at distance sites. The instructor will be encouraged to deliver one class per semester from each participating site. The instructor will be reimbursed at the current mileage rate.

**CRT (Courses Ready to Take)**

1. Faculty will be paid a stipend of \$250/credit hour for each course developed and accepted by the Academic Dean.
2. CRTs are instructional formats intended to meet extenuating needs of students in special circumstances, for example, deployed soldiers and their family members or soldiers in training cycles for whom attending regular class sessions on post or on campus or special unit classes is not feasible.

Labor

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4/14/2000