

MEMORANDUM OF AGREEMENT

July 9, 2001

This Memorandum of Agreement will stay in effect from September 1, 2001 to August 31, 2004. 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 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: On-Line Courses (SLN credit courses), Interactive Video 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.

SECTION A: General Guidelines

1. There will be no reduction in College faculty and staff directly related to the College's participation in courses offered under this agreement.
2. Textbooks and materials for all courses are selected by the JCC instructor.
3. 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. 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.
4. The College will make a good faith effort to see that reasonable class size is maintained.
5. The College will ensure faculty members who participate will receive appropriate training and technical support. This will include cost of instruction, materials, supplies, and access to appropriate technology.

SECTION B: On-Line Courses (SLN credit courses)

1. Participation is voluntary.
2. Faculty will be paid a stipend of \$600/credit hour for each course developed and accepted by the Academic Dean. Faculty who participate agree to develop the course and teach it during four semesters.
3. The College will provide faculty members who participate a payment of \$600 per contact hour or an equivalent reduction in load for the first semester an individual teaches in the SLN environment.
4. In subsequent semesters, faculty members will receive a \$600 stipend for every semester they teach in the SLN environment. This is a fixed stipend not related to the number of courses taught by the faculty member in the SLN environment in that semester.
5. The College will be responsible for providing a template to assist in the design of this course material.

SECTION C: Interactive Video

1. Participation is voluntary. However, faculty who receive training agree to teach at least two semesters in the Interactive Video environment.
2. The College will provide faculty members who participate a stipend of \$500 each semester they teach an interactive course.
3. For training on the JCC campus, 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.
4. 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.
5. The College will be responsible for all necessary arrangements at distance sites. The instructor is encouraged to deliver one class per semester from each participating site. The instructor will be reimbursed at the current mileage rate.

SECTION D: 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.

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