

Memorandum of Agreement (proposed)
RE: Protocols for Distance Learning

Note: NTDI means: " non-traditionally delivered instruction", including, but not limited to: electronic delivery, web-based courses, distance learning, distance education, e-courses etc.

I. Bargaining Unit Placement

Any faculty member who delivers or develops NTDI or materials for NTDI, will be placed into the bargaining unit.

II. Definitions

NTDI refers to any portion of a course where the delivery of content, assignments, student/faculty interaction in support of the course or student/student interaction in support of the course is conducted electronically or by any other non-traditional delivery mechanism.

For all purposes under this agreement, a contact credit hour shall equal 50 minutes.

III. Ownership. All content developed will be owned by the bargaining unit member and shall not be used, altered, or modified without the written permission of the unit member.

IV. Compensation for Development and Instruction

No bargaining unit member will be required to teach or develop NTDI courses.

For the purpose of computing faculty workload, the development and the first offering of a NTDI course will be weighted 175% for every contact hour (CH) and weighted 150% for each CH for subsequent offerings. For example, the first offering of a 4 CH NTDI course will count as 7 CH towards the bargaining unit member's workload obligation. Subsequent offerings of a 4 CH NDTI course will count as 6 CH towards the bargaining unit member's workload obligation.

Course development is recognized as either (1) creating a new NTDI course; or (2) converting or adapting an existing course to a NTDI format. New courses shall follow existing college course offerings, development and approval processes.

The class size maxima in effect for existing courses shall apply to NTDI courses. Class size maxima for new NDTI courses will be determined through the existing College curriculum development procedures.

V. Course Observation & Evaluation

Observation of NTDI courses for the purpose of formal evaluation shall follow the same procedures used for observation of classes taught by traditional methods.

The College will require each faculty member who agrees to teach a NTDI course to provide access to his/her course (guest status) to his/her immediate supervisor during the time of the observation, which must be conducted in the presence of the faculty member.

NTDI courses will not be visited without prior written notification.