

MEMORANDUM OF UNDERSTANDING: '05/06-3
BETWEEN THE DISTRICT AND FEDERATION OF TEACHERS

The District and the Federation agree that distance education instruction is a valuable educational resource for students. Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology that may be asynchronous, synchronous, or a combination of these two. Further, distance education is delivered in a variety of modes. Accordingly, both parties are dedicated to the success of programs of distance education. Analysis and evaluation of each course will yield data that will be incorporated into continually improving and/or revising the courses to benefit students and to uphold the integrity of the courses. The Academic Senate, through the Curriculum Committee, will ensure that standards of excellence (including the standard of "regular effective contact" with students) prevail.

- 1) This agreement is for the academic year 2005-2006 (and shall not set a precedent) and covers courses delivered in different modes of distance education. No portion of material transmitted may be taped, or otherwise copied by the District, without permission of the instructor and/or author.
- 2) Participation is on a voluntary basis, and assignment to a course is by mutual consent of the faculty member and the Dean of Instruction.

**Categories for Modes of Delivery of Distance Education
Followed by Compensation:**

I. Video Conferencing

A. If more than 50% of enrollment is in the video conferencing mode:

1. First time- **2 regular equated hours compensation**
2. Subsequent time- **1 ½ regular equated hours compensation**

B. If less than 50% of enrollment, but more than 25% is in the video conferencing mode:

1. First time- **1 ½ regular equated hours compensation**
2. Subsequent time- **1 ¼ regular equated hours compensation**

C. If less than 25% of enrollment is in the video conferencing mode:

1. First or subsequent time- **\$500 stipend for learning the equipment, and a \$500 stipend for working with the equipment if extra effort is required due to technical difficulties or new technology is used for the first time, regardless of the unit value of the class.**

OR

2. First or subsequent time- **if equipment and technology are functioning correctly and little or no training is required then he/she shall receive a \$500 stipend regardless of the unit value of the class.**

II. National Video Broadcast with Cluster Groups

A. If this course is a taped video broadcast and the class is offered with a home base on campus with cluster options, having enrolled students in their different geographical areas. Each cluster shall be given a weekly video with accompanying discussion questions, exercises, handouts, and

assignments. Questions from the clusters shall be forwarded to the instructor and addressed before the next class meeting.

1. First and subsequent time- **1 regular equated hour compensation**

III. Course in which the majority of course content is not created or developed by the instructor

A. Textbook online is interactive with some additional instructor materials or assignments. This means that the textbook online is used as the major course resource. The instructor creates a syllabus and/or a study guide that incorporates additional assignments that students are to complete. The major role of the instructor is to facilitate the student learning course content through asynchronous communication, mainly email. The instructor also communicates with the website authors and developers during the time that students have access to the textbook in case students have questions regarding possible errors in the textbook or technical difficulties.

1. First time- **1 ½ regular equated hours compensation**

2. Subsequent time- **1 regular equated hour compensation**

B. Textbook with Interactive CD and Special Assignments--use in an on-campus scheduled class and with distance learning students enrolled in the same course. This course may be considered a hybrid style. Some students will be in the classroom on the FRC campus at a scheduled time, and other students will be distance learning. Students purchase the textbook with interactive CD and communicate with the instructor by means of email, phone, etc. Students not on campus cover the same material as students on campus but will use the Internet more extensively as a resource tool. The role of the instructor is the same as that of the instructor for the textbook online as well as instructing the students on campus in a typical classroom setting. (Details for section numbers to be determined by the registrar.)

1. First time- **1 ½ regular equated hours compensation**

2. Subsequent time- **1 regular equated hour compensation**

C. Textbook with Internet (Browser)-based software, such as with Keyboarding I and II, and Ten-Key.

1. First time- **1 ½ regular equated hours compensation**

2. **Subsequent time-** 1 regular equated hour compensation

For the District

Suse Carroll
Michael M. Boyle

Date 2-27-06

For the Federation

Claremont Center
Judith Andrews

Date 2-16-06