

**Memorandum of Understanding Between
Olympic College (Employer)
and
Olympic College Association for Higher Education (OCAHE)**

This Memorandum of Understanding (MOU) outlines the essential and related job responsibilities for faculty currently designated as "E-Learning" faculty, as well as for future full-time and adjunct hires. This MOU supersedes Appendix A-4, Sections 5 and 11 of the current Collective Bargaining Agreement (CBA).

Section 1: Renaming

- 1.1. The title "E-Learning Academic Employees" is hereby changed to "Learning Innovation Academic Employees." All references to E-Learning academic employees or faculty in the CBA shall be synonymous with Learning Innovation Academic Employees.

Section 2: Full-Time Faculty Responsibilities

- 2.1. The following shall replace the current Appendix A-4, Section 5 of the CBA:

5. Learning Innovation Academic Employees

5.1. Essential Responsibilities

5.1.1. Develop and teach eLearning and/or College Success credit-bearing and non-credit courses. Annual teaching load will not exceed 33 percent (33%) of standard annualized contact hours or equivalent non-credit hours.

5.1.1.1. The Essential Responsibilities of Teaching Academic Employees as described in Appendix A-4, Section 2 shall apply to Learning Innovation Academic Employees in their teaching role.

5.1.2. Coordinate with College Success faculty to develop curriculum and resources for student online learning.

5.1.3. Recommend and facilitate faculty professional development opportunities that align with evidence-based practices and college priorities.

5.1.4. Recommend and facilitate faculty professional development opportunities to support meeting federal, state, and local policies and guidelines.

5.1.5. Recommend amounts and allocation of stipends and professional development units (PDUs) for faculty professional development activities offered by the College.

5.1.6. Recommend, organize, and facilitate peer learning communities and activities to support faculty learning and belonging.

5.1.7. Provide peer reviews of faculty online courses to encourage quality, consistency, and faculty growth as well as provide guidance to access training and resources.

- 5.1.8. Collaborate with Institutional Research, teaching faculty, and other stakeholders to review and interpret online student data including outcomes, performance and engagement.
- 5.1.9. Advise governance councils and other stakeholder bodies on policies and procedures impacting online education and faculty professional development.
- 5.1.10. Participate in long-range planning for distance learning and the Center for Learning Innovation (CLI).
- 5.1.11. Participate in required accreditation, program evaluation, and assessment.
- 5.1.12. Observe and mentor adjunct faculty within the appropriate field.

5.2. Related Responsibilities

- 5.2.1. No related duties are expected of Learning Innovation Academic Employees.

Section 3: Adjunct Faculty Responsibilities

- 3.1. The following will replace the current Appendix A-4, Section 11 of the CBA:

11. Adjunct Learning Innovation Academic Employees

11.1. Essential Responsibilities

11.1.1. Adjunct Learning Innovation faculty may be assigned to teach eLearning courses. All responsibilities and stipulations for Adjunct Teaching Academic Employees, as outlined in the CBA, shall apply.

11.1.2. Adjunct Learning Innovation Employees may work up to 30 hours a week on Employer assigned duties. As with other academic employees, non-teaching academic employees will work during such periods as their duties require. Responsibilities assigned must be documented and agreed upon by the faculty member and the Employer. These duties should primarily focus on supporting full-time Learning Innovation faculty and the mission of the Center for Learning Innovation (CLI).

Section 4: Expiration

- 4.1. The parties agree to review the terms and conditions of this MOU in June 2026 for further continuation and/or adjustment. No terms of this agreement shall continue beyond June 30th, 2026, unless both parties mutually agree in writing.

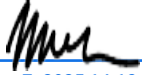
Agreed to this _____ day of April, 2025.

Craig Goodman

Craig Goodman (Aug 11, 2025 11:16:52 PDT)

Craig Goodman
President, Olympic College Association of Higher Education

Date



Martin Cockcroft (Aug 7, 2025 14:18:53 PDT)

Martin Cockcroft

Date

Vice President for Instruction, Olympic College

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