

**Memorandum of Understanding
Between
Olympic College (EMPLOYER)
And
The Olympic College Association for Higher Education (AHE)**

Olympic College (Employer) and the AHE (Faculty Union) agree to the following MOU effective from date of signing through June 30, 2025.

Faculty Teaching Online Classes

To meet the Department of Education’s requirement that distance education classes (fully online asynchronous and synchronous classes) deliver “regular and substantive interaction” (RSI); and to ensure each Olympic College faculty member teaching these classes is well-prepared to meet the college’s Online Teaching Expectations and has an approved Communication and Interaction Plan (CIP) on file with the supervising instructional Dean; and to ensure that Olympic College faculty teaching distance education classes demonstrate facility with the college-supported learning management system Canvas:

Section 1. INSTRUCTIONAL TRAINING.

Current Olympic College full-time and adjunct faculty are required to have successfully completed the Olympic College Online Teaching Expectations (OTE) course and either successfully completed the SBCTC Canvas 101 course or provided attestation their online courses meet the SBCTC Canvas 101 outcomes.

- 1.1. Faculty who completed SBCTC Canvas 101 before 2018 must attest that their courses meet the current SBCTC Canvas 101 outcomes to meet the conditions of Section 1.
- 1.2. Faculty who have training other than the SBCTC Canvas 101 training must attest that their courses meet the current SBCTC Canvas 101 outcomes to meet the conditions of Section 1.
 - 1.2.1. The supervising instructional dean may request faculty with training other than the SBCTC Canvas 101 training complete prior to or be concurrently enrolled in the SBCTC Canvas 101 training when teaching an online course.
- 1.3. New full-time and new adjunct faculty may teach online courses only if they have completed OTE and SBCTC Canvas 101 trainings or are concurrently enrolled in the OTE and SBCTC Canvas 101 trainings during their first quarter of employment while teaching online.

- 1.4. Verification of completion of training courses and/or attestation will be conducted by the Olympic College Center for Learning Innovation (CLI).
- 1.5. The Employer will provide an attestation form that considers the SBCTC Canvas 101 outcomes but does not place other conditions on the faculty member.
- 1.6. When teaching any online courses, faculty are expected to follow the Communication and Interaction Plan (CIP) developed as part of the OTE training course. This plan provides for regular and substantive interaction (RSI) with students in each online course. A Dean may review the faculty member's CIP plan when faculty teach distance education courses.
- 1.7. Full-time and adjunct faculty who are assigned to teach online courses "last minute" but do not have the required training or meet conditions in sections 1.1 or 1.2, may teach if they are concurrently enrolled in the OTE and/or SBCTC Canvas 101 course.
- 1.8. The Employer will provide the OTE and SBCTC Canvas 101 course several times during an academic year.

Section 2. TRAINING COMPENSATION.

- 2.1. Adjunct faculty upon first completing the OTE course will be compensated with a \$250 stipend.
- 2.2. Adjunct faculty upon first completing the SBCTC Canvas 101 course will be compensated with a \$250 stipend.
- 2.3. Full-time faculty are not eligible for compensation but may apply trainings toward Professional Development Units (PDUs).

Section 3. FULL-TIME FACULTY FULLY ONLINE TEACHING LOADS.

Online classes shall comprise the entirety of a full-time academic employee's load for no more than two out of three quarters of their annual assigned load. Exceptions may be made at the request of the College and approved by the Vice President of Instruction.

- 3.1. When online classes comprise 100% of a full-time academic employee's quarterly load, the faculty member is still expected to maintain campus presence and offer in-person office hours (CBA Appendix A-4, Section 1.2; CBA Appendix A-3, Section 9.1) unless a specific plan to do otherwise is agreed to by the supervising instructional dean.
- 3.2. The full-time faculty member's supervising instructional dean may require as part of a 100% online load that at least one course be taught synchronous via Zoom or other video conferencing tools. However, this must be discussed with the faculty member

and justification provided why the synchronous modality will better meet student needs.

3.3. Full-time faculty teaching a 100% online load may propose a specific plan to their supervising instructional dean to work fully remotely with no expectation of physical campus presence on instructional contract days except for required meetings where no online attendance option is provided (such as Opening Days, faculty meetings, division meetings and/or proctoring of exams). Plans must be approved by the supervising instructional dean and must not be detrimental to the interests of the Employer, students, division, or discipline. Should a fully online course load and/or exception to physical campus presence not be approved, faculty may petition per Appendix A-3, Section 9.1.3 to seek resolution. Full-time faculty with an approved plan to work fully remotely must:

- 3.3.1. Offer two (2) out of the five (5) required office hours (40 percent) synchronously via Zoom. Faculty need to be present and available at these day/times to virtually meet with students. Zoom day/times must be scheduled during business hours or when students would likely use such times.
- 3.3.2. Ensure all essential and related duties are performed and can be fulfilled remotely.
- 3.3.3. Demonstrate accessibility of online course materials.
- 3.3.4. Evaluate all courses taught using either a standard evaluation tool distributed by the Employer and developed by The Online Teaching Evaluation Tool Committee and approved by the Vice President of Instruction or other evaluation methods approved by the instructional Dean.

- 3.3.4.1. The Online Teaching Evaluation Tool Committee will consist of at least five (5) tenured faculty members representing various divisions. Two (2) faculty will be provided by the Association. The remaining faculty will be provided by Faculty Senate. The Employer may appoint one administrator to the committee and provide additional support staff.

3.4. Full-time faculty working fully remotely who do not successfully meet the conditions of their plan and/or Section 3.3 as determined by the supervising instructional dean may be placed on a “probationary” period of one quarter whereby the faculty member must provide a performance improvement plan approved by their supervising instructional dean prior to teaching a fully online load.

- 3.4.1. This probationary period applies even if the faculty returns to in-person instruction. The next fully online teaching schedule would require the performance improvement plan be adhered to.
- 3.4.2. As part of a performance improvement plan, faculty are required to meet with an OC eLearning faculty or instructional designer to review their online courses

and may be required to take or retake training courses.

- 3.4.3. Should faculty performance not improve, the supervising instructional dean may deny the faculty member a fully online scheduling for at least one quarter and/or until the faculty can demonstrate that conditions and expectation will be met for a fully online schedule in the future.

Signed and Dated this 30 of June, 2024

The Olympic College Association of Higher Education (Faculty Union)



Craig Goodman
OCAHE President

Olympic College (Employer)



Martin Cockroft
Vice President of Instruction