

**MEMORANDUM OF AGREEMENT**

This Memorandum of Agreement (the "MOA") dated the \_\_\_ day of June, 2012, is by and between Hocking Technical College (the "College") and the Hocking Technical College Education Association, OEA/NEA (the "Union").

WHEREAS, the College and the Union agreed to the following language in the collective bargaining agreement commencing July 1, 2010, and ending June 30, 2013, (the "CBA"):


**XVII.B. – Maintenance of Standards**

HC and HCEA have agreed that the past practice of online classes having 75% of the traditional class be exempted from Maintenance of Standards. Both sides agreed to develop a team to create standards that are learner-centered and based upon best practices. This team will hear the rationale for how a course is defined regarding PACE, or non-PACE format and class size. The team will then make a recommendation to the Provost or his/her designee.


NOW, THEREFORE, the College and the Union agree as follows:

1. Section VI.H. in the CBA will be replaced with the modified online courses language (see attached). The modified language has been approved by the Union and College and will be effective Summer Term, June 18, 2012, through the end of the CBA (June 30, 2013).

**HOCKING TECHNICAL COLLEGE**

By:   
Name: Ron N. Erickson, Ph.D.  
Its: President  
Date: 6/12/12

**THE HOCKING TECHNICAL COLLEGE  
EDUCATION ASSOCIATION (OEA/NEA)**

By:   
Name: Mark Yanko  
Its: President  
Date: 6-11-2012

## VI.H. On-line Courses

### VI.H.1. Proposal for development of an online course

A new online course may be initiated by administration or faculty. The steps may include all or some of the following:

- a. The instructor prepares a statement of need and the course outline/evaluation of the learner.
- b. The instructor discusses the need for the online course with the appropriate academic department supervisor.
- c. The appropriate academic supervisor contacts the director of Online Learning with written information about the course.
- d. The director of Online Learning sends the request on to the provost or designee.
- e. The provost makes the final decision to post the course for development.

Initial posting for new online courses or courses in need of a new designer will be posted college-wide for qualified faculty in accordance with current *Professional Unit Agreement*. Decisions are based on seniority and qualifications.

### VI.H.2. Course Development Standards and Guidelines

Online course developers will adhere to the following guidelines.

- a. All online courses, new or revised, will be developed using the Hocking Learning Management System (LMS) and approved software.
- b. All online courses will be based on a template developed and approved by Hocking College administration.
- c. All online courses will include multiple learner-centered instructional strategies that actively engage students in the learning process. Some examples of these strategies are the following:

- \*threaded discussions
- \*collaborative projects
- \*peer review
- \*problem-based or project-based learning
- \*service learning
- \*simulations
- \*chat groups
- \*virtual labs
- \*email
- \*web-based research
- \*white boards
- \*activities responsive to multiple learning styles
- \*frequent interaction with online instructor

- d. All online courses should be developed in the format that best suits student learning. These courses may take the form of PACE or Non-PACE and be synchronous or asynchronous
- e. All online course development should be consistent with course outcomes already approved for the course. Further enhancements for the online environment are encouraged and in some situations required.
- f. All web-based courses will clearly state the standards and methods for timely feedback to students. In most situations, students should receive instructor feedback within two working days after submission of work unless the faculty member notifies students of alternative arrangements.
- g. Evaluation will occur frequently throughout the quarter. In **at least one** instance in the course faculty must require student assessment to take place in a **monitored setting**. (i.e. a proctored exam)

#### VI.H.3. Review/Approval Process Online Courses

Throughout the development process, the developer will have regular meetings with the Director of Online Learning to review progress. The following instructional areas and persons will be available to provide support: Online Learning Office, Computer Help Desk, Library, Production Studio, and Director of Professional Development/Employee Learning.

Once course development is completed, the course will be reviewed by the following persons:

- a. Director of Online Learning
- b. Peer reviewers
- c. Appropriate academic supervisor
- d. Online Learning Review Committee

If the reviewers have revision suggestions, the developer has an opportunity to comply with those before final review and approval.

#### VI.H.4. Piloting Process

Each online course will be piloted with three to five students prior to being publicly offered. Further course revisions may be made on the basis of the pilot prior to the course being offered.

#### VI.H.5. Evaluation of Online Instructors

Online teaching will be evaluated administratively using a rubric appropriate for web-based instruction. Every course must be accessible to department deans or their designees.

Students will be required to complete a Course Evaluation for all online courses each quarter. These evaluations must automatically be sent to the Online Learning Office which compiles and distributes results to departments. Given first to the dean and then to the instructor.

## VI.H.6. Web-based Course Development

- VI.H.6.a. Online contracts will be given monetary amounts only after review and paid only after successful completion of a pilot of three to five students.

The Developer of an online course will be paid according to level and rate of:

Level I – The developer will develop both content and the online website at a rate between \$750 - \$1000 per credit hour depending on the amount of development necessary to comply with Hocking’s online course standards and guidelines.

Level II – The developer will develop the content for the course but will use technical support for development of and maintenance of the website. The developer will be paid at a rate between \$550 - \$750 per credit hour depending on the amount of development necessary to comply with Hocking’s online course standards and guidelines.

Developers of levels I and II will pilot the course with three to five students and make necessary modifications.

The appropriate contract rate will be determined by the Vice President of Academic Affairs or designee and the academic supervisor.

In the case that a course falls between two categories, the Vice President of Academic Affairs or designee and the academic supervisor will determine how much compensation is appropriate.

- VI.H.6.b. To be eligible for a contract, the individual must have completed or be concurrently enrolled in a WebCT or Moodle course and apply for the posted development contract.

- VI.H.6.c. Contracts for web-based course development are offered first to qualified Bargaining Unit Employees in order of seniority.

- VI.H.6.d. In the case of adaptation of commercially available online courses, the appropriate academic supervisor, in conjunction with the developer will make recommendations to the vice President of Academic or designee who will determine whether and how much compensation is appropriate.

VI.H.6.e. The Dean or the Dean's designee will have access to all on-line sections/classes. If an outside source or system is used, the Dean or Dean's designee must be able to access the course content and email.

VI.H.7. Web-based Course Revision

VI.H.7.a. Minor revisions of course activities, assignments, and test will be considered part of the teaching assignment and not subject to additional compensation.

VI.H.7.b. A developer will be paid \$500 per credit hour for major revisions of online courses. The appropriate academic supervisor in conjunction with the Vice President of Academic Affairs or designee will determine the degree of revision necessary to be categorized as "major."

VI.H.7.c. The appropriate academic supervisor, in conjunction with the developer, will recommend to the Vice President of Academic Affairs or designee appropriate rates of compensation for other levels of revision.

VI.H.7.d. Conversion of online courses from a Learning Management System to Learning Management System is regarded the same as traditional courses. The preparation of new content and content changes are a part of normal preparations for the course(s).

Initial posting for new online courses or combining of two or more online courses will be college-wide.

Existing online courses in need of a new designer will be posted college-wide for new designer rights.

VI.H.7.e. All Learning Management System to Learning Management System and new semester courses will undergo a review\* by the Dean, Director of on-line learning, an instructor from the content area and representatives from the on-line review committee.

\*A rubric on best practices will be used in the review process.

VI.H.8. Web-based Teaching Load and Responsibilities

VI.H.8.a. Web-based courses may be assigned as part of faculty normal load or an evening supplemental contract. A Bargaining Unit Employee may accept or decline assignment to any specific online course assignment.

VI.H.8.b. Normally, online classes will be paid at the supplemental rate of pay.

VI.H.8.c. The vice president of academic and student affairs/provost and the academic supervisor in conjunction with the faculty member will

determine the class cap for online courses taking into consideration the increased amount of faculty interaction necessary for the required learner-centered activities. Refer to page 49-50 of the *Professional Unit Agreement* for further explanation. Once a course cap is set, it will not be overridden.

- VI.H.8.d. Online faculty members will be expected to fulfill the same job responsibilities as traditional on-campus faculty members, including functions such as on-campus meetings and special assignments that cannot be carried out online.
- VI.H.8.e. Online faculty members will schedule a proportionate number of virtual office hours based on the web-based course percentage of their teaching load. These virtual office hours must be posted for students at the beginning of each quarter.
- VI.H.8.f. The assignment of courses will be the responsibility of each instructional area's administrator, done with the cooperation of each coordinating instructor."(VI.F.3.) Deans may choose to assign up to *one-third* of an instructor's total day load hours as online classes with authorization from the Provost or her/his designee. Determinations will be based on: Department and/or institutional need, recommendation from appropriate Academic Dean to Provost or designee.

In all cases, the instructor must meet on-campus presence requirements as delineated in VI.F.6.a and VI.F.6.b of the current bargaining unit agreement.

- VI.H.8.g. Limitations on the number of on-line sections one individual can teach in a term will follow current contract language of: "normally limited to a total of 10 contact hours per week, 8 credit hours and/or 2 preparations per quarter with the exception of summer contracts."

Instructors teaching outreach sections may exceed these limits by an additional two classes

If a faculty member is asked to teach an online course above the usual course load, the faculty member will be compensated at overload rate.

#### VI.H.9. Course Ownership

Course content developed by the employee(s) of Hocking College within the scope of his or her employment(s) is property of Hocking College

#### VI.H.10. Revision Rights

VI.H.10.a. The original developer, if qualified, will have the first right to update, edit or revise an online course. Each online course developer will have an obligation to revise the course as often as necessary to maintain academic standards.

VI.H.10.b. If the appropriate academic supervisor requests that revisions be made, but the developer does not make timely revisions; or the developer chooses not to make the revisions; or if the revisions do not maintain academic standards as defined by the appropriate academic supervisor; or, if the original developer is no longer interested in revising the course, the College may choose not to offer the course or may employ another person to revise the course.

#### VI.H.11. Serving Students with Special Needs

Web-based course developers should take into consideration reasonable accommodation needs of students with disabilities. Support is available from the Access Center and the Online Learning Office.

#### VI.H.12. Teaching Rights

VI.H.12.a. Depending on the receipt of satisfactory student and administrative evaluations, the developer of an online course will have the first rights to teach the course. The appropriate academic supervisor has the option of assigning additional people to teach the course as justified by student numbers. If the course developer leaves the institution or in the case of RIF, the institution will treat the course like any other course.

VI.H.12.b. The appropriate academic supervisor, in conjunction with the developer of an online course, will determine whether components of the course may be used within other traditional courses.

#### VI.H.13. Web-based Class Size

~~Previously, class size was determined based on the bargaining unit agreement language contained in article VI.J of the current bargaining unit agreement. This language will be re-examined during the quarter to semester conversion process. The committee designated in VI.H.3. will conduct the review and make a recommendation to the Provost or designee. Once a course cap is set, it will not be overridden.~~

#### VI.H.13. Web-based Format

Whether an on-line course should be offered in a PACE format will be determined during the review process utilizing the committee

designated in VI.H.3. Certain outreach classes are required to be offered as PACE and may be adjusted by permission of the course designer to meet these requirements.

#### VI.H.14. Web-based Class Organization

Organization and determination of course sections will occur through the Dean, Associate Dean and/or Designer/Coordinating Instructor for high enrollment classes such as Communications and Math. Key elements of this model include the following: The Associate Dean or coordinator will monitor enrollment and be responsible for raising or lowering the cap, adding new sections, and adding instructors to sections. Only designers will have control of the content. Designers will keep other instructors informed regarding course changes; i.e. textbooks, content updates and routine course revisions. Significant problems or concerns regarding online instructors will be referred to the appropriate Dean.

Section Instructors can record grades, post in discussion(s) and post in calendar areas.

Section Instructors cannot change any content without permission from the designer/lead instructor.