

Memorandum of Understanding (MOU)
January 1, 2024 - September 30, 2025
Academic Coordinator for ISSI

The Lake Tahoe Community College District ("District") and the Lake Tahoe Community College Faculty Association ("Association") agree to the following two-year MOU for a faculty member to provide academic coordination to the Intensive Spanish Summer Institute (ISSI). This MOU will begin on January 1, 2024, and will sunset September 30, 2025. Prior to that sunset, the District and Association will discuss and assess for the period following September 30, 2025, including the duties, compensation, and title.

Intent:

The intent with this MOU is to provide academic support to ISSI separate from but in collaboration with the administrative, events planning, and classified work associated with the program. It is also provided to better clarify the tasks and role of such a position as it operates under the supervision of the Dean of Instruction.

Conditions and Duties:

A faculty member will receive the following stipends per quarter for the work associated with this MOU:

- Winter 2024: \$2500
- Spring 2024: \$3000
- Summer 2024: \$5000
- An additional \$1000 will be paid by the end of the spring quarter to account for the scheduling work that did not take place in the Fall

- Fall 2024: \$1000
- Winter 2025: \$2500
- Spring 2025: \$3000
- Summer 2025: \$5000

The District agrees to secure accommodations and meal per diems for up to 10 days each year during ISSI weeks in Summer 2024 and Summer 2025.

- Serve as the primary point of contact for both student and faculty questions.
- Provide quality control per course, per modality; Take the responsibility for curriculum associated with the program: eLumen responsibilities for oversight of Title 5 updates, new courses, and special topics.
- Assist the dean in coordinating, scheduling, staffing, training, onboarding and supporting ISSI academic employees:

- o Approximately 18 adjunct faculty in Core Courses
- o 15-20 adjunct faculty in Mini-Courses
- o 30-40 conversation leaders and aides
- Work with Instruction Office and the Dean to track and submit appropriate payment for academic employees
- Complete, as required:
 - o Annual Program Reviews and Budget Requests
 - o Collaborate on the development of program updates
 - o Maintain SLOs and course currency
 - o Create new courses as necessary
- Support selection of books and classroom materials
- Coordinate with Connect staff on creation and distribution of all student materials
- Explore program development opportunities and outcomes.
- Refer students to pre- and post-ISSI courses and opportunities.
- Review surveys for ISSI 2024 and implement recommended improvements for next year.



[Ray Gamba \(Jan 9, 2024 08:31 PST\)](#)

District Representative – Dr. Raymond Gamba

DATE



[Mike Spina \(Jan 9, 2024 08:28 PST\)](#)

Faculty Association Representative – Michael Spina

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