

Memorandum of Understanding (MOU)

Academic Coordinator for ISSI

July 1, 2025 to September 1, 2026

The Academic Coordinator will receive the following stipends per quarter:

- Fall 2025: \$1050
- Winter 2026 \$2625
- Spring 2026: \$3150
- Summer 2026 \$5250

Duties of the Academic Coordinator for ISSI:

- Serve as the primary point of contact for both student and faculty questions.
- Provide quality control per course, per modality; Take responsibility for curriculum associated with the program: oversight of Title 5 updates, new courses, and special topics.
- Assist the dean in coordinating, scheduling, staffing, training, onboarding and supporting ISSI academic employees:
 - Adjunct faculty in Core Courses
 - Adjunct faculty in Mini-Courses
 - Conversation leaders and aides
- Work with Instruction Office and the Dean to track for academic employees
- Complete, as required:
 - Annual Program Reviews and Budget Requests
 - Collaborate on the development of program updates
 - Maintain SLOs and course currency
 - Create new courses as necessary
- Support selection of books and classroom materials
- Coordinates with staff and faculty for the 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 2025 and implement recommended improvements for next year. Work with Institutional Effectiveness to develop survey instruments.

The Academic Coordinator for ISSI will be supported by the District in the following ways:

- The Instruction Office will serve as the point of contact between the ISSI Coordinator and Marketing and Events.
- The Instruction Office will answer emails from the ISSI general inbox and will send mass emails to participants and mailing lists as needed e.g. reminders to register, information for the first week of classes.
- The Instruction Office will assist with the distribution of materials to the students immediately before ISSI.

The District agrees to secure accommodations and meal per diems for up to 10 days each year during ISSI weeks Summer 2026.



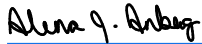
Jeff DeFranco (Jul 11, 2025 10:03 PDT)

Jeff DeFranco

President/Superintendent Lake Tahoe Community College

07/11/2025

Date



Alena J. Anberg (Jul 10, 2025 11:35 PDT)

Alena Anberg

Faculty Association President

07/10/2025

Date










ISSI Academic Coordinator MOU

Final Audit Report

2025-07-11

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