

Memorandum of Understanding

The Lake Tahoe Community College District ("District") and the Lake Tahoe Community College Faculty Association ("Association") agree to a one-time stipend of \$7,500 for Geography/Geology faculty member, Scott Valentine, for completion of the below-listed tasks. This stipend will be covered by the California Department of Forestry and Fire Protection California Climate Investments Program funding and a grant from the California Tahoe Conservancy.

Intent:

The intent with this MOU is to provide compensation for the work the faculty member is completing outside of his regular and other duties as assigned as a vital member of a team researching, developing, and implementing Forestry courses and programs as part of the Forestry Grant. Forestry courses and programs fall decidedly outside of the regular assignment of this or any current full time faculty members.

Tasks and Duties Associated with the Stipend:


- Meet regularly with industry partners, advisory groups, and grant and college staff to help envision and codify the instructional elements central to a complete and industry-relevant Forestry curriculum through LTCC. This curriculum (including courses and programs) will be developed in coordination with the California Board of Forestry's Professional Foresters Examining committee to align with Registered Professional Forester licensing requirements.
- Research and develop four courses (FOR 110: Introduction to Forestry; FOR110L: Introduction to Forestry (Lab); FOR 111: Forest Resources and Society; and FOR 112: Current Issues in Forestry and Natural Resources/with a noncredit mirrored version, FOR550).
- Generate and author the course outlines of record for these courses in the eLumen curriculum management system for LTCC and work with the Curriculum Technician to move them all the way through the curriculum process (including attendance at multiple Curriculum Committee meetings) and into the LTCC College Catalog for 2022-23.
- Enter the courses into the Chancellor's Office Curriculum Inventory (COCI) and see them through that process to completion in conjunction with the Curriculum Technician.
- Complete bullets 2 - 3 for three stackable Forestry certificates and degrees, including a Forestry Employable Skills Certificate, a Forestry Certificate of Achievement, and a Forestry Associate in Sciences Degree. (This means developing in collaboration, creating, moving through the curriculum process fully, ensuring inclusion in the catalog,

and entering into COCI all programs with guidance from the Curriculum Technician.)

- Developing program memos and full narratives addressing sections 1-7 of the Program and Course Approval Handbook (PCAH) to be entered directly into eLumen for the Curriculum Committee and in memos for the COCI requirements. Assist the Dean and Curriculum Specialist in responding to Chancellor's Office requests related to these memos.
- Assist grant and college staff and administrative leadership in creating relevant marketing materials for the courses and programs in Forestry from an instructional perspective, including brochures and web page information.
- Provide instructional leadership, development assistance, course design expertise, and pedagogical knowledge to the creation of Canvas shells for all four (plus the noncredit mirrored course) Forestry courses.

Deliverables:

- Course outlines of record (CORs) completed and entered into eLumen
- Successful acceptance of CORs by the Curriculum Committee and Chancellor's Office
- Programs (Employable Skills Certificate, Certificate of Achievement, and Associate in Science degree) completed and entered into eLumen and successfully ushered through the Curriculum Committee
- Degree and certificate narratives and all required materials completed as specified in the PCAH and submitted and approved by the Chancellor's Office
- Content provided for the creation of marketing materials (brochures, website updates, etc.)
- Regular and documentable attendance at meetings with industry partners and grant and college staff associated with the programs
- Documentable collaboration regarding online course design for the courses associated with Forestry


Michelle Risdon (Jun 9, 2022 10:02 PDT)

Michelle Risdon
Vice President of Academic Affairs

6/9/2022

Date


Michael Spina (Jun 9, 2022 21:59 PDT)

Michael Spina
Faculty Association President

6/9/2022

Date