

Memorandum of Understanding

The Lake Tahoe Community College District (“District”) and the Lake Tahoe Community College Faculty Association (“Association”) agree to apply the following updates to the Associate and Associate 02 program for the 2021-22 academic year for part-time and full-time faculty placement on the part-time salary schedule for overload pay and for compensation for summer teaching.

Intent:

The intent with this MOU is to implement the following changes (highlighted in yellow) to the academic year 2021-2022 in order to complete placement updates initiated in 2020-2021 in order to place faculty appropriately based on the completion of higher-level professional development activities than those required on the original list.

6.4.1 Associates Program

64.1.1 The District recognizes that the faculty consists of dedicated professional instructors, many of whom have taught at Lake Tahoe Community College for many years and have taken extraordinary steps to improve their teaching skills. To recognize their contributions to the academic program of the college, the District has established the level of Associate Faculty.

64.1.2 In order to achieve the status of Associate Faculty, all of the following criteria must be satisfied

Completion of twenty-four (24) units of teaching at Lake Tahoe Community College, and

Completion of any one of the following at Lake Tahoe Community College [NOTE: part-time faculty will have priority access over LTCC full-time faculty to limited spaces available in LTCC trainings], and

- a) The Excellence in Teaching Workshop (ETW) for any modality face-to-face instructors (or if the faculty member is already an approved ETW instructor)
- b) The Excellence in Online Teaching Workshop for online instructors (EOTW) (or if you are an approved OETW instructor)
- c) The Foundational Skills Apprenticeship Program
- d) The 24-hour Instructional Skills Workshop (ISW)
- e) The 8-hour Advanced Teaching Workshop (ATW)

c) The attainment of tenure by full-time faculty plus formal evaluation training and the completion of 3 part-time faculty evaluations post evaluation training.

d) The "complete review" and approval by the OEI of one online course. Course review may be conducted by LTCC POCRs and completed by the OEI or may be completed through the formal review and approval that occurred under the previous OEI approval program.

6.4.1.2.3— Completion of the *Excellence in Teaching Observation Form* (Appendix 8), and Completion of any one of the following at Lake Tahoe Community College, and

- a) the *Excellence in Teaching Observation Form* (Appendix 8)
- b) the satisfactory completion of two peer evaluations of either part time or full time faculty following the completion of 6.4.1.2.2
- c) the successful facilitation as an instructor of one ETW/EOTW/ETW-ISP or AETW/AEOTW in any modality following the completion of 6.4.1.

6.4.1.2.4 Satisfactory classroom evaluation after completion of items above. This formal evaluation will be conducted by one of the Deans of Instruction or another appropriate delegate.

Once these criteria have been met, the instructor will be given the title of Associate and will be paid at the Associate rate as outlined on Salary Schedule G during the next quarter taught.

6.4.1.3 In order to achieve the status of Associate 02 Faculty, the following criteria must be satisfied:

- a. Completion of all the criteria for the Associate Faculty (6.4.1.2), and
- b. Completion of twelve (12) additional units of teaching at Lake Tahoe Community College following their advancement to Associate status with a total of thirty-six (36) units taught overall (Associate qualifications of 24 units +Associate 02 qualifications of 12 units), and

Completion of one of the following [NOTE: part-time faculty will have priority access over LTCC full-time faculty to limited spaces available in LTCC trainings] :

- a. The Advanced Excellence in Teaching Workshop in any modality for face-to-face instructors (AETW), (or if the faculty member is already an approved AETW instructor) or
- b. The Advanced Excellence in Online Teaching Workshop for online instructor (AEOTW), (or if you are already an approved AEOTW instructor) or
- c. The @One Online Network of Educators 12-week Certificate in Online Teaching and Design
- d. Formal (either through the @ONE or local programs) POCR training and/or certification

Once this criteria has been met, the instructor will be given the title of Associate 02 and will be paid at the Associate 02 rate as outlined on Part-time Adjunct Academic Salary Schedule 15-00 G during the next quarter taught.

6.4.14 The Associates program will be administered and coordinated by the Deans of Instruction. To provide opportunities for advancement, the District is committed to offering two options from the ETW, EOTW, or AETW, and AEOTW in any modality provided there is sufficient interest and enrollment.

6.4.15 Compensation for participation in any of the ETW, EOTW, and AETW, and AEOTW in any modality 10-hour Training Programs is outlined as follows:

a. 10-hour Training Program (not including homework or preparation time): \$1,500 per trainer (\$3,000 per workshop, two trainers per workshop) with a minimum of 8 and a maximum of 12 participants.

During Co-facilitation: \$1,000 (new instructor) and \$2,000(experienced instructor).


Attendance by Part-time Adjunct Faculty: Adjunct Part-time faculty will be paid a \$125 stipend for their participation. Attendance is voluntary, and completion of the program will

help advance adjunct-part-time faculty on the Adjunct Part-time Salary Schedule based on the requirements for such advancement (Schedule 15-00).

B. Trainer in Training: \$250

With Administration and instructor approval, individuals interested in becoming a Trainer can participate in a regular 10-hour training course. In order to qualify as a “Trainer in Training,” the participants must also receive instruction through additional meetings and pedagogical training provided by a certified trainer. If the “Trainer in Training” does not receive additional instruction to become a Trainer, they will be compensated at the regular participant rate.

Trainees must commit to Co-facilitation of one ETW and AETW EOTW and one AETW or AEOTW in any modality course.


Michelle Risdon (Jun 9, 2022 10:40 PDT)
Michelle Risdon
Vice President of Academic Affairs

6/9/2022
Date


Michael Spina (Jun 9, 2022 22:06 PDT)
Michael Spina
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6/9/2022
Date