

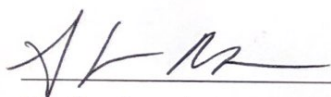
MEMORANDUM OF AGREEMENT
BETWEEN
LANE COMMUNITY COLLEGE and THE LANE COMMUNITY COLLEGE
EDUCATION ASSOCIATION (LCCEA)

This is a Memorandum of Agreement (MOA) between Lane Community College (College) and Lane Community College Education Association (LCCEA). This MOA, which captures the agreement between the College and the Association concerning the unique concerns around coronavirus and its impacts as of March 20, 2020, shall be effective upon execution. The parties hereby agree to the following terms.

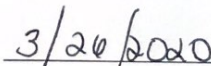
1. As a proactive and preventative measure, any faculty member who is ill but who has exhausted all sick leave may stay home from work without penalty (i.e. loss of pay). Current Oregon Health Authority guidelines for prevention of coronavirus recommend that people with symptoms such as a fever, cough, and/or shortness of breath should stay home. This provision is limited to the time period of coronavirus concerns.
2. There shall be no loss of salary for voluntary quarantines or monitoring quarantines at any time during Spring for any faculty member who exhausts leave time.
3. Any faculty member with a reasonable concern for his/her health or that of a household member may move to online format without hindrance up to for the entirety of Spring term.
4. The parties understand that online delivery may meet minimum standards required to maintain base level continuity*. Faculty are not required to meet all standards of best teaching practices for online teaching. Faculty are not required to cover the same amount of content and assessments that would typically take place during the first three weeks in a face-to-face format and may adjust schedules accordingly. All faculty teaching in Spring may have flexibility in course scheduling and may include non-instructional time equivalent to up to five days for the purpose of course preparation. Faculty may choose when to schedule the non-instructional time and are encouraged to build non-instructional time into the first two weeks of Spring by limiting instruction to a "continuity" model rather than fully developed online teaching. Faculty may incorporate week 11 as instructional time at their discretion.
 - a. * Example week one minimal requirements include: posting syllabus, posting initial student reading or other beginning content; and one interactive activity for students to confirm attendance and demonstrate participation. Examples of interactive activity include: syllabus quiz, choice on Moodle to confirm having read syllabus, student-instructor introductions "glossary," discussion forum, or requirement that students email faculty to confirm that they have read the syllabus.
5. For part-time faculty, additional compensation shall begin the week of April 6 and shall continue through the period of remote delivery. Part-time faculty may claim 1.25 hours

at CD (curriculum development) rate per hour of scheduled class time consistent with ACA definition of work hours required for PT faculty per hour of class time. (i.e. ACA guidelines show full-time instruction at $15 \times 2.25 = 33.75$ hours/week). For instance, a 4 hour / week class would receive 5 hours compensation per week per prep. This compensation is limited to part-time faculty scheduled to teach face-to-face who have not taught the same class online.

- a. Example: a part-time faculty member who has not taught WR101 online and who is scheduled to teach two sections of WR101, with each section scheduled to meet face-to-face four hours per week, may claim up to five hours per week at the CD rate beginning April 6. Two or more sections of the same class constitute one prep.
6. Spring conference shall be a paid, non-scheduled day. Part-time faculty teaching in Spring shall be eligible to claim 8 hours paid time for professional development for online teaching using inservice hours or additional hours if inservice hours are exhausted.
7. Part-time and full-time faculty shall have one paid, non-scheduled day in 2020-2021, which shall be the College's choice of either Tuesday of Fall inservice (reverting to old inservice schedule for Fall 2020 only) or Spring Conference 2021. The College shall determine the choice by April 17, 2020.
8. The College shall provide hardware and software for online teaching to faculty who do not have the necessary equipment, including through loan from IT or ATC. The College shall immediately set up a request system for hardware. Hardware may include laptops, webcams, audio equipment, etc. The College shall make every effort to ensure faculty have sufficient internet connectivity for online delivery, including through loan of hot spots.
9. Committees shall meet (virtually) on a must-need basis only during the online teaching period for Spring term.
10. FPD shall reimburse individual faculty for expenses incurred for canceled professional development travel via regular FPD budgetary reimbursement process.
11. The College and the Association agree to help identify the technology needs of students and channel available resources in the areas of most need.
12. Academic Tech faculty shall be paid for any/all overloads resulting from the coronavirus and equivalent to no less than 0.2 FTE for Spring term



For the Association



Date

Shane Tinner

March 24, 2020

For the College

Date