

MEMORANDUM OF UNDERSTANDING
Between
Coast Community College District and
Coast Federation of Educators/American Federation of Teachers
(CFE/AFT) Local 1911

OPEN EDUCATIONAL RESOURCES COORDINATOR

As negotiated by the District and the Coast Federation of Educators, Vice President of Instruction and Coordinator agree that the duties and responsibilities listed below will be carried out by the Coordinator for the 3 LHE as compensation per semester during his/her term of office, which will be Fall 2018 through the end of Spring 2020.

The Open Educational Resources Coordinator works under the supervision of the Dean, LRC, Library and Learning Resources Division, and provides appropriate services to faculty, academic departments, and the library in expanding the adoption of open educational resources.

Duties:

1. Support faculty with locating, adopting, and/or producing Open Educational Resources for on-ground, online, and hybrid courses.
2. Coordinate collegewide activities to raise awareness across the campus about OER, and encourage and generate broad participation by departments, faculty, and students.
3. Participate in local data collection and analysis for OER and track the savings from these adoptions.
4. Aid in the development and implementation of policies related to copyright, open licensing, and Commons licensed materials.
5. Create awareness of accessibility issues related to OER adoption.
6. Identify partners and potential grants and foster collaborative opportunities for affordable learning solutions.
7. Work with the Dual Enrollment Committee to identify potential dual enrollment courses that need OER in order to be offered and coordinate OER adoption with the associated disciplines.

Eligibility/Minimum Qualifications:

Regular faculty shall be eligible to serve in such position. Temporary full-time and non-tenured categorical faculty are eligible to serve up to 30 LHE reassigned time, in any two-year period. Part-time faculty are eligible to serve up to 20 LHE in a Coordinator assignment, in any two-year period. Tenure track faculty are eligible to serve up to a total of 30 LHE during their tenure track period.

This assignment is anticipated to end Spring 2020. Normal duty days will be Monday through Friday, with 6.75 scheduled hours per week for program related activities. Flexibility will be allowed for working at home, off-campus, and other personal or professional obligations.

Desirable Qualifications:

This assignment requires the ability to prioritize and execute a wide range of projects simultaneously, as well as the availability to meet with faculty, students and administrators. The faculty member should also be familiar with issues in open education, open textbooks, open access, copyright, and intellectual property. Whereas there is flexibility in scheduling, the assignment will require attendance at all related committee meetings and other planning team meetings when necessary, as well as working in close collaboration with departments and with Staff Development as needed. The faculty member will also have responsibilities to attend conferences, workshops and meetings related to Open Educational Resources both locally and nationally. Travel expenses will be reimbursed in accordance with CCCD conference and travel policies.

Compensation:

As negotiated by the Coast Federation of Educators, AFT Local 1911, and Coast Colleges, the compensation for this position is as follows:

For full-time faculty, the compensation will be distributed as follows: 3.0 LHE per semester equal to 6.75 hours per week completely as stipend.

Compensation for part-time faculty, if appointed, will be compensated at the regular instructional part-time faculty rate at the employee's current column and step placement.

Per the CBA, 1.0 LHE = 2.25 non-teaching hours per week.

The term of this assignment will be Fall 2018 through Spring 2020.

Selection Process:

Applications should be turned in to the Vice President of Instruction no later than two weeks after the Senate announcement, describing:

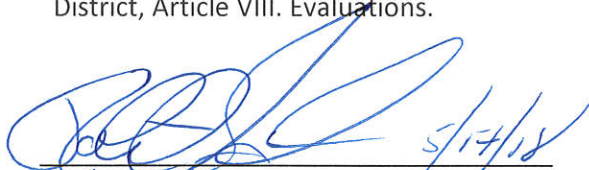
- Applicant's related experience
- Special skills and strengths of the applicant as related to this assignment.

Reassignments of one academic year or less: The selection process for such assignments shall be made by Management in consultation with the Academic Senate. Should there be a need for the position to continue for more than one academic year the provisions below shall apply.

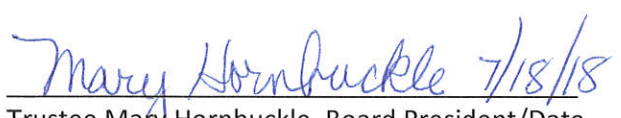
Reassignments of more than one academic year: The selection process for such assignments shall be made by the Academic Senate in consultation with Management. If the Academic Senate determines that an election would be beneficial, the election shall be conducted with the same procedures established for Department Chairs (CBA Article X, Section 4).

Evaluation:

Evaluation of Coordinators shall be conducted per the Agreement between the Coast Federation of Educators and the District, Article VIII. Evaluations.


Rob Schneiderman, President, CFE/Date


John Tortarolo, Interim Vice Chancellor of Human Resources/Date


Trustee Mary Hornbuckle, Board President/Date