

Presented to Academic Senate on April 21, 2020

MEMORANDUM OF UNDERSTANDING

Between

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

Coastline College: OPEN EDUCATIONAL RESOURCES COORDINATOR

Date of Announcement: _____

Anticipated starting date: July 1, 2020

Term/Ending Date: June 30, 2022

The Open Educational Resources Coordinator works under the supervision of the ~~Dean, LRC, Library and Learning Resources Division~~ Vice President of Instruction 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.
8. Collaborate with the Office of Instruction to add the logo accurately to zero-cost sections on the searchable class schedule.

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.

Normal duty days will be Monday through Friday, with 2.25 scheduled hours per

LHE 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.

Working Conditions and Compensation:

The compensation for this position as follows:

Three (3) LHE's of re-assign time a semester.

Per the CBA, 1 .0 LHE = 2.25 non-teaching hours per week.

The position requires flexibility in scheduling. All other work conditions and compensation, including overload, will be consistent with Article XI, Section 3; Article XII, Section 12; and Article XIII, Section 12 and 16 (Contract Daily Rate).

Selection Process:

Reassignments of one (1) 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.

Evaluation:

Evaluation of Coordinators shall be conducted as per the Collective Bargaining Agreement, Article VIII. Evaluations.

Rob Schneiderman, President, CFE/Date

Trustee David Grant, Board President, Date

Marco Baeza, Ed.D., Vice Chancellor of Human Resources, Date