

MEMORANDUM OF UNDERSTANDING
-between-
ASSOCIATION OF ACADEMIC CHAIRS and ASSISTANT CHAIRS
-and-
COUNTY COLLEGE OF MORRIS
-for-
DISTANCE EDUCATION ADMINISTRATION

PARTIES

The parties to this Memorandum of Understanding (hereinafter referred to as "MOU") are the Association of Academic Chairs and Assistant Chairs (ACAC) and the County College of Morris (CCM).

PURPOSE

The purpose of this MOU is to continue the parameters in place since August 2021 for Distance Education procedures for course development and approval through the Virtual Campus. CCM and ACAC agree to the following principles regarding courses to reside in the Virtual Campus. This agreement is for the Academic Year 2022-2023 and will be in effect until a successor agreement is ratified. Thereafter, the MOU will be included in the ACAC contract.

GLOSSARY

For the purpose of this document, the Vice President of Academic Affairs, Workforce Development and Student Success will be referred to as the Vice President of Academic Affairs.

ADMINISTRATION

1. A program or course will be selected to be developed for the Virtual Campus only after approval by the Department Chairperson, the School Dean, and the Vice President of Academic Affairs. A form (attached) will memorialize this approval. Approval or non-approval of a course shall not be grievable.
2. A developed course will be offered through Virtual Campus only after approval by the Department Chairperson, School Dean and Virtual Campus in accordance with the FACCM contract. Department Chairpersons will consult with subject-matter faculty as appropriate.
 - A. The School Deans will consult with the Department Chairperson to certify that the course meets the standards for Distance Education established by the College.

B. Until such time as institutional, proprietary standards are developed by CCM, courses are expected to meet the standards set out by the most recent edition of the Quality Matters Higher Education Rubric. Courses must also meet standards for accessibility in accordance with the Americans with Disability Act.

C. The Vice President of Academic Affairs, and the President of ACAC have used and will continue to use the process in place since August 12, 2021 to develop CCM standards for Virtual Campus courses.

D. Matters concerning intellectual property and ownership are addressed within the provisions of the contract between CCM and the Faculty Association of the County College of Morris.

3. Courses will reside in the Virtual Campus in the form of a Model Course, which has fixed and variable elements.

A. Each model course must have a standard course shell in the Learning Management System being used (see item B, *infra*), a model course syllabus, and a set of course-level student learning outcomes and objectives as published in the existing Course Outline in CIM as approved by the Curriculum Committee. None of these may be changed by an instructor teaching the course, except the syllabus as provided for in item 3C.

B. The standard shell for a model course will include the following standard elements (to be set as a default by the Office of Virtual Campus):

- Welcome & Start Here
- Instructor contact Information, including a means for virtual office hours (which may be synchronous or asynchronous)
- Announcements
- Syllabus
- Learning modules
- Gradebook
- A calendar of assignments
- A note that CCM email is the normal and expected means of communication for the course
- Links to appropriate CCM policies, SmartThinking, CCM tutoring, student services, accessibility services, LMS help, and the Solution Center.

C. Within learning modules, a model course will also provide course materials like readings, videos, and lectures; learning activities like projects, discussion boards, and journals; and course assessments like quizzes, paper assignments, examinations, and projects. At the discretion of the Department Chairperson, an instructor assigned

to a course may alter the content of learning modules, and to edit the section syllabus to reflect these changes. All such changes must align with course learning outcomes. Instructors may not change student learning outcomes and objectives.

EFFECT ON COLLECTIVE NEGOTIATIONS AGREEMENT

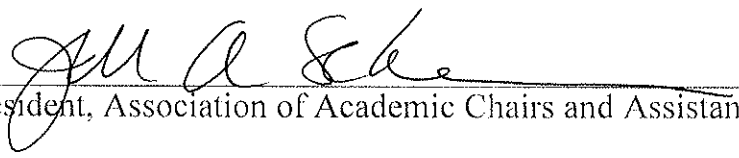
This agreement constitutes the full and entire agreement between ACAC and the College regarding Virtual Campus since August 12, 2021 and will continue until there is a successor agreement for the ACAC contract.

Except as expressly set forth herein, the provisions of the parties' current collective negotiations agreement shall remain unchanged except as necessary to enforce the terms of this MOA. In case of direct conflict between the express terms of this MOA and the parties' current collective negotiations agreement, the express terms of this MOA shall control but only to the extent of that direct conflict; otherwise, the parties' current collective negotiations agreement shall remain in effect. CCM shall retain all existing rights and authority granted to CCM under Article 10, Board Association Rights and Responsibilities of the parties' collective negotiations agreement. Disputes arising under this MOA, with the exception of Article 1 herein, shall be subject to the grievance and arbitration procedure of the collective negotiations agreement.

For the Administration:


Vivyen Ray, Vice President for Human Resources and Labor Relations, May 4, 2023

For the Association:


Dr. Jill Schennum, President, Association of Academic Chairs and Assistant Chairs,
May 4, 2023

Program and Course Approval
Virtual Campus

Date

Program Number and Title:

Proposed Virtual Campus Start Date for Program:

Courses to be Developed:

Course Number and Name	Faculty Developer	Expected First Offering

Approvals:

Department Chairperson:

(signature)

(date)

School Dean:

Dean, Virtual Campus:

Division VP:



Post-Development Course Approval Form

Course ID/Title:

Course Developer Name:

Complete One:

Symbiosis Instructional Designer Name:

CCM Peer Coach Name:

At the end of the course development process, this course has met the following:

Description	Comments
Step 1: Completed by Instructional Designer or Peer Coach	
Quality Matters (QM)	
Accessibility	
Alignment of Course Learning Outcomes to Assessments	
Alignment of Module Learning Objectives to Activities	
Signature and Date	
Name of Instructional Designer/Peer Coach	
Step 2: Completed by Department Chair	
Comments and Feedback Department Chair	
Signature and Date	
Approver's Name	
Approver's Title	
Step 2: Completed by Dean, Virtual Campus	
Comments and Feedback from Dean, Virtual Campus	
Signature and Date	
Approver's Name	
Approver's Title	