

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 establish the parameters for a pilot 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 from February 5, 2021 through September 3, 2021.

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 Division Vice President. 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. 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, \(currently in its sixth edition\)](#). Courses must also meet standards for accessibility in accordance with the Americans with Disability Act.

C. Within three months of the signature of this agreement, the Vice President of Academic Affairs, in conjunction with the Vice President of Professional Studies and

Applied Sciences and the President of ACAC, will establish a process 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 on this date, February 5, 2021.

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.

Vivyan J. Ray

February 6, 2021

_____ Date: _____
Vivyan Ray, Vice President, Human Resources and Labor Relations



_____ Date: February 7, 2021
Matthew Jones, President, Association of Chairpersons and Assistant Chairpersons