

Memorandum of Understanding  
Between Bates Technical College  
District No. 28  
And  
AFT WA Local 4184  
eLearning Stipends

The parties mutually agree that a stipend will be paid per Faculty member for creating new online or hybrid courses and converting existing courses to online or hybrid between October 1, 2020, and June 30, 2021. The faculty member will apply through their direct supervisor to create a new or convert an existing course to online-only or hybrid instructional modality.

Courses are defined by and must meet the standards and criteria of quality and compliance outlined in Appendix A of this Memorandum. All eLearning stipends will be paid to supervisor-approved faculty upon successful completion of a peer compliance review. Only one stipend will be paid per catalog course. Peer reviews must be completed by a member of the faculty who has satisfactorily completed Online Learning Center peer review training.

The parties mutually agree that the following stipend schedule will govern all eLearning course development and course conversion through June 30, 2021.

- \$200 per course credit for development of a new catalog course to online-only.
- \$150 per course credit for conversion of any existing catalog course to online-only to meet all criteria for distance learning deliveries.
- \$125 per course credit for development of a new catalog course as a hybrid course.
- \$100 per course credit for conversion of any existing catalog course as a hybrid course to meet all criteria for distance learning deliveries.
- \$50 per course credit for a standardized peer compliance review of a new online or hybrid course.
- \$50 per course credit for a standardized peer compliance review of an existing course conversion of an existing catalog course using education instructional delivery as an online or hybrid course

Faculty understand that it may be necessary for the Vice President of Instruction to review courses for Accreditation purposes. It is agreed by both parties that the implementation of this agreement will begin on October 12, 2020, with faculty (online and hybrid) requests for stipend payments through the Office of Instruction. Article 8.7.1.6-7 in the 2017-20 CBA is superseded by this MOU through June 30, 2021.

*Valerie Martinez*

Valerie Martinez Date  
Vice President of Instruction

10/29 20

Jim Androy *JR* Date 7/07/2020  
President, AFT Washington Local 4184

## Appendix A

### Bates Technical College Definitions

#### **Online-Only Course:**

A course that meets nearly exclusively online. The online instructional component must be over 80% of the instructional time. Instances of potential face-to-face requirements for an online-only class include:

1. Guided Practice
2. Field Based

#### **Hybrid Course**

A course with a combination of online and face-to-face instruction. The online instructional component must be between 20% and 80% of the instructional time.

#### **Online Program**

A program of study where 50% or more of the credits and/or student learning outcomes are taught using online or hybrid instructional modalities.

To be eligible for course coding as online-only and hybrid, and as determined by the Director of Instructional Support and eLearning:

1. Courses will meet all **essential** items of the WA Course Design checklist
2. Courses will meet all items on the Bates Accessibility Checklist
3. Instructor will attest that all course materials are either purchased, not copyrighted, or meet Fair Use standards
4. Instructor will inform reviewer how the course meets the standards of Regular and Substantive Interaction
5. Instructor will inform reviewer how the course meets Academic Integrity Checklist standards
6. Instructor will provide documentation to the peer reviewer regarding the way in which the instructor meets minimum USDE requirements when verifying a student's identify.