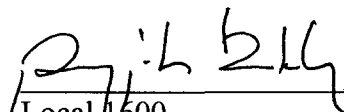


Memorandum of Understanding Regarding Distance Learning

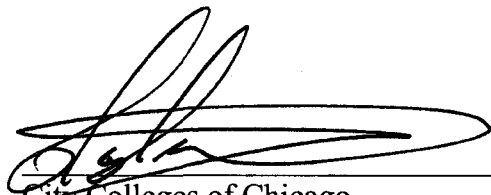
The Board of Community Colleges District No. 508 ("City Colleges" or "the District") and the Cook County College Teachers Union, Local 1600 AFT, AFL-CIO ("Local 1600") are parties to a collective bargaining agreement which establishes conditions of employment including faculty participation in the City Colleges of Chicago Telecommunications Project (CCCTP). *See* Agreement between City Colleges and Local 1600 at Article IX.Q, effective July 15, 2008 through July 15, 2013. A committee comprised of Local 1600 leadership and instructional leaders at City Colleges convened to establish a procedure for participating in and selecting Distance Learning courses.

By executing this Memorandum of Understanding, the parties agree that:

1. Local 1600 and City Colleges adopt the Selection Procedure for CDL courses outlined in the attached document
2. City Colleges will provide and Local 1600 faculty members participating in CDL will use a course management system such as Blackboard that provides an archive of instructional materials, grades, and all other information pertaining to the distance learning course.
3. The parties will reconvene after the initial, pilot year, to assess the CCCTP and adjust the Selection Procedure as warranted.


Local 1600 _____ Date 12. IX. 08

Perry Buckley
President


City Colleges of Chicago _____ Date

Dr. Wayne Watson
Chancellor

SELECTION PROCEDURE FOR CDL COURSES

Step 1

Step 1: Faculty members qualify to teach a CDL course by completing the necessary CDL training by the end of the semester prior to the course selection semester. For example, a faculty member that wants to teach a course in Spring 2009 must complete all necessary CDL training by the end of Fall 2008.

Step 2

CDL schedule of available courses is distributed to Colleges. VPs and/or Deans of Instruction forward it to Departments/Faculty.

Step 3

Departments go through course selection (both on campus as well as DL courses) assuming that CDL courses desired by faculty are assigned to them.

Step 4

Faculty who have selected CDL courses follow CDL procedures to request the courses. The request to their campus VP (listed in the CDL application procedures) should contain their full program (on campus as well as CDL courses) and also indicate whether they select a particular CDL course for load or for stipend.

Step 5

CDL determines based on system-wide seniority how courses are assigned. Faculty members who cannot complete their semester load as a result of not being assigned a CDL course they selected should contact their Union rep immediately. The Union and CCC will work to resolve such problems.

Step 6

CDL notifies faculty whether their selection was assigned to them. CDL also provides the Union with a list of course assignments.

Step 7

If a faculty member who selected a CDL course is not assigned such course the Department will repeat course selection.

This is a system that will be piloted for a year. All problems that arise during this time should be reported to the campus VP and to the Union so that the process can be reevaluated.