

## LETTER OF UNDERSTANDING #2

between

THE BOARD OF GOVERNORS OF ALBERTA UNIVERSITY OF THE ARTS

and

THE ALBERTA UNIVERSITY OF THE ARTS FACULTY ASSOCIATION

### Re: Alternative Learning Development and Instruction

#### Definitions

- a) The term “**Online Course**” as used in this Letter of Understanding refers to courses identified as online courses or blended learning by General Faculties Council, where:
  - i. instruction does not occur predominantly face-to-face, where teacher and students are separated spatially such that face-to-face interaction is absent or minor, and communication is predominantly accomplished by means of technology; or
  - ii. instruction occurs mediated by technology such that a virtual classroom is created and there are no or few regularly scheduled face-to-face classes.
- b) Courses referred to herein does not preclude the coexistence of other versions of the same course delivered in another format.
- c) For the purposes of this LOU, “**Technology**” is a device, technique or method used in the creation, storage, transmission, re-transmission, broadcasting, telecommunication (including tele-conferencing), recording, and reception, in electronic form, of data, images, and text in support of the fulfilment of teaching responsibilities by faculty, including but not limited to the technologies of multimedia, videotape, audiotape, digital recording, computer-mediated information processing and communication (including electronic mail), and transmission or reception via the Internet or World Wide Web.
- d) “**Course Authoring**” means the development and creation of an online course and shall include the preparation of all outlines, statements of course policies and objectives, lesson plans, lecture notes, support materials, learning outcomes, self-administered tests, discussion topics, instructions, assignments, and exams necessary to mount a course for the first time, and the selection and/or compilation of texts, readings, and/or audiovisual materials.

## General

- e) Nothing in this Letter of Understanding shall be construed so as to limit the use of Technology or traditional communications media as components in courses that are not Online Courses or in other aspects of academic programming.
- f) The introduction of a new Online Course or new Online Courses shall be subject to the normal decision- making process for course development. This requirement shall not preclude the introduction of Technology components into courses other than Online Courses by individual Faculty.

## Course Authoring

- g) Faculty may be assigned to author an Online Course as part of his or her workload assignment under Article 10.02, or under optional additional service under Article 10.09, through an authoring agreement. their
- h) Course authoring procedures and agreement templates will be developed through normal decision-making processes for academic procedural development, and include but is not limited to consideration of:
  - i. copyright and provision of course materials
  - ii. intellectual property and licence agreements
  - iii. noncompete clauses and exceptions
  - iv. revisions and updating of course materials
  - v. third party uses renewal options
  - vi. termination clauses and destruction of course materials

## Appointment/Assignment

- i) Faculty may be assigned to teach an Online Course as part of his or her workload assignment under Article 10.02, or under optional additional teaching under Article 10.08. their
  - i. Teaching responsibilities of faculty for an Online Course as they relate to assignments, scheduling, syllabi, papers, and tests shall be equivalent to those of other sections of the same course. Access to marking/grading support, if needed, shall be equivalent to that of other sections of the same course that are not offered online.

- ii. Faculty teaching an Online Course may elect to meet his or her office hours <sup>their</sup> obligations, as per the Course Management Procedure, to students enrolled in the Online Course by way of functionally equivalent online communication.

This Letter of Understanding remains in force for the life of the current Collective Agreement or until such time as a new Agreement is reached.

Signed on behalf of:

  
Alberta University of the Arts

Dr. Daniel Doz  
Print Name

Sept 20, 2022  
Date

  
Faculty Association

Natali Rodrigues  
Print Name

Sept 20, 2022  
Date