

Letter of Agreement by and between Lansing Community College and  
Michigan Association of Higher Education

February 21, 2024

The parties have agreed to enter into this Letter of Agreement to ensure that high quality online instruction is provided to our students.

Newly hired faculty are required to take D2L for Instructors and D2L Course Design Training in their first semester of employment.

Faculty are prohibited from teaching online until they have successfully completed TOC.

All full-time teaching faculty are required to successfully complete TOC training during their second or third semester of employment. This training will be provided by the College at no cost to these employees. Each Dean will maintain a list of those faculty members who are not required to complete TOC due to (1) not teaching online based on the subject matter taught or (2) those who have already completed the training.

Adjunct teaching faculty who have an online teaching assignment and successfully complete TOC during Summer 2024 semester will receive a stipend of \$300.

Part-time academic professionals who have an online teaching assignment and successfully complete TOC during Summer 2024 semester will receive a stipend of \$300.

This Letter of Agreement is a full and complete agreement; its provisions are not to be considered as precedent for any other or future situation; it does not alter any provision of the parties' current collective bargaining agreement.

The parties have voluntarily entered into this Letter of Agreement, which represents their full understanding regarding the matters addressed herein and which may not be modified except by written agreement signed by the College and MAHE.

Signatures

DocuSigned by:  
  
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Dr. Sally Welch, Provost

2/21/2024  
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Date

DocuSigned by:  
  
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Lori Willett, Human Resources Director

2/21/2024  
\_\_\_\_\_  
Date

DocuSigned by:

*Eva Menefee*

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Eva Menefee, MAHE President

2/21/2024

Date