

This proposal sets out CUASA’s bargaining position on the individual articles included as of this date. CUASA reserves the right to amend its position, including the right to add, modify or delete any component of each individual article if not accepted in its entirety.

Appendix N: Digital Courses

Digital course shall refer to any course that is not exclusively in-class and includes but not limited to Carleton University OnLine courses (CUOL), Massive Open Online Courses (MOOC), Blended/Hybrid courses, virtual or online course formats. If a CUASA member develops or teaches a digital course, this Appendix shall apply in addition to all other relevant Articles.

1. Intellectual property rights are governed by the CUASA Collective Agreement (see Article 14).

2. This contract applies to the _____ for the _____ term and to re-use as specified in clause 6.

3. Resource Allocation

(a) The Employer shall ensure that there is technical support and assistance available to CUASA members teaching digital courses. As part of any assignment to teach a digital course, the member shall have access to training and assistance in the technical and pedagogical aspects of the teaching and delivery of the digital course.

(b) Sufficient production support will be provided to allow editing in order to produce an acceptable product. The Employer shall provide CUASA members with facilities and support including, but not limited to, assistance and resources for developing study guides, teaching aids, and digital course materials.

(c) The following production resources in addition to normal technical support, will be provided:

(i) additional voice mail for the instructor YES/NO

(ii) additional voice mail for the TA’s YES/NO

(iii) TA’s YES/NO

If Yes, Number of TA’s _____

(iv) computer YES/NO

In addition to the acknowledged responsibilities set out in Article 6.3, at the introduction of a new digital course, upon request the Employer will provide the CUASA member with a laptop computer adequate to the pedagogical needs of the course, at the discretion of the course instructor.

(v) Off-campus internet service YES/NO

(d) The Employer will reimburse purchases up to \$5000 per academic year to CUASA members for any technical and production resources including, but not limited to, software

for digital courses not otherwise provided.

- (e) The Employer shall provide employees, teaching assistants, and students with individual web space and hosting accounts for digital courses as deemed necessary by the CUASA member.
- (f) The Employer shall arrange and coordinate final examinations of off-campus students in digital courses.

4. Workload

The workload credit for teaching a digital course during an academic year shall be consistent with in-class courses (either 0.5 or 1.0 course credit). Information on workload credit shall be transmitted to CUASA. CUASA members shall get 0.5 credit course release to develop a digital course and 0.5 credit course release every two (2) years to update the course.

- (a) The development workload credit applies YES/NO
- (b) The update workload credit applies YES/NO

5. Cancellation of Digital Courses

The Employer may cancel digital courses at any time and must give notice to the CUASA member. If the notice of cancellation is given to the CUASA member less than 30 days before the first scheduled class, the CUASA member will be owed a 0.5 course credit for preparation.

6. Re-Use and Compensation

- (a) It is intended that this digital course shall be re-delivered

not at all

summer session _____ The copyright holder shall be the instructor of record
YES/NO

fall session _____ The copyright holder shall be the instructor of record
YES/NO

winter session _____ The copyright holder shall be the instructor of record
YES/NO

_____ times over _____ years The copyright holder shall be the instructor of record
YES/NO

The creator shall have the right of first refusal to be assigned the instructor of record YES/NO

- (b) The copyright holder retains the right update the course prior to it being offered in any academic session.

(c) Compensation

- (i) When the copyright holder is also the instructor of record, there will be a workload credit consistent with in-class courses plus a payment of 33% of the appropriate additional compensation specified in Article 43.1 (Summer School Stipend).

- (ii) **Financial compensation to the copyright holder who is not the instructor of record shall be a payment of 33% of the appropriate additional compensation specified in Article 43.1 (Summer School Stipend).**

7. Re-delivery Outside University

The copyright holder has / has not (circle as appropriate) an interest in the re-delivery of materials covered by this contract outside this University. If such re-delivery is proposed, it will be the subject of a separate agreement.

Instructor of Record _____
Date

Copyright Holder _____
Date

Recommended by: _____
Chair/Director _____
Date

Approved by: _____
Faculty Dean _____
Date

Associate Vice-President, Student Services _____
Date