

LETTER OF AGREEMENT

Administrative Access to Course Shells

Heartland Community College District 540 (the "College") and the **Heartland Faculty Association Local 6038** (the "Association") agree to the following:

In general, there are two circumstances wherein it might be necessary for college staff or administration to access a course in the learning management system. The first and most frequent is in response to a technical issue, often identified via a helpdesk ticket. The second is in the course of responding to a complaint or concern involving a specific course and instructor. Access at the direction of the appropriate administrator does not require instructor approval or agreement, but the following shall apply:

In the first case, a technical issue, time is of the essence and staff/administration should immediately move to remedy the situation. The designated staff member or administrator shall only enter the course shell for the purposes of identifying and/or resolving technical problems. There is no need in this case to notify the instructor of the situation unless there is a need for additional action on the part of the instructor.

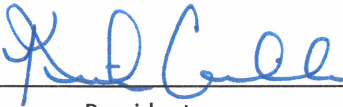
In the second case, staff or administration would have received instruction from the instructor's academic administrator, the Dean of Students, or the Provost and Vice President, Academic Affairs or designee. In this case, the administrator requesting the course shell be accessed must notify the instructor at least one (1) day in advance that such a request is being made and the reason for the request. Access to the shell does not require instructor consent. If administration determines that there is just cause for disciplinary action, Article VIII (Disciplinary Procedures) of the Collective Bargaining Agreement applies.

HEARTLAND FACULTY ASSOCIATION IFT/AFT,
AFL-CIO LOCAL 6038

By: Cherie L. Rankin (Electronic Signature)
President

Date: 11/11/22

HEARTLAND COMMUNITY COLLEGE
DISTRICT NO. 540

By: 
President

Date: 11/15/22