

Memorandum of Understanding

Intellectual Property – Course Materials.

All original materials authored by a faculty member for a District course, whether taught as a traditional face to face course, taught as a totally online course, or taught as a hybrid course, are the sole intellectual property of the faculty member as author. No use may be made of such materials by any person when teaching the course or any similar course other than the faculty member who created the materials, except when express written consent is obtained from the faculty member author for specific use by another person. This exclusive right is limited to materials that are truly the original creation of the faculty member. Any course material item incorporated and used as part of a course taught by a faculty member that is in the public domain or any course item previously copyrighted by an entity other than the faculty member may not be claimed as the intellectual property of the faculty member even when such an item is modified for specific use as part of the faculty member's course content.

1. Such originally authored course materials include:
 - a. Course syllabus and course "map" (schedule of topics and assignments)
 - b. All class notes and outlines authored by the faculty member and used in class sessions
 - c. All quizzes, tests, and examinations authored by the faculty member
 - d. Detailed assignments of in-class and out-of-class activities, projects, and papers, along with and related evaluation rubrics
 - e. Original electronic slides or other electronic or print materials used for course instruction
 - f. Supplementary course material such as class handouts authored by the faculty member, instructor developed videos, and narrated electronic slides
 - g. For online courses, the language of specific asynchronous discussion questions and related topics
2. A faculty member as author of original course materials may, at his or her discretion, choose to share such materials with another faculty member or with the District. The faculty member shall, however, make any course material, whether originally created or not, available for review when requested by the District for curriculum or instruction concerns or questions.
3. None of the rights set forth above shall bar the district administration from directing members of a department to collaborate on an appropriate curriculum and/or teaching methodology for students taught within the department.