**MEMORANDUM OF UNDERSTANDING BETWEEN**

**SOLANO COMMUNITY COLLEGE DISTRICT**

**AND**

**SOLANO COMMUNITY COLLEGE FACULTY ASSOCIATION**

The parties agree to the following temporary amendments to the Collective Bargaining Agreement, effective immediately.  These agreements build on the MOU signed on May 1, 2020, as the parties continue to develop conditions for meeting the needs arising in response to the COVID-19 pandemic.

This language shall sunset as of May 31, 2021, unless extended by a subsequent agreement.


## Spring 2020

**Additional pay in relation to online conversion (further to the provisions of the May 1 MOU):**

- Training and additional tasks related to converting workload assignments to remote delivery may be claimed toward the seven paid hours available to adjunct faculty under Article 19.8.2.C, as well as toward adjunct FlexCal hours available in Article 22.2.5.
- Faculty who converted courses mid-semester to a correspondence modality for the inmate education program may submit hours related to this additional preparation for Flex credit for AY 2019-20.


## Spring-Fall 2020

**Evaluations**

Most Spring 2020 faculty evaluations were suspended, with the exceptions noted in MOU Part 1 (May 1, 2020).

Missing components of suspended Spring 2020 evaluations will be completed in AY 20-21, and added to the components completed in Spring 2020.  Components completed in Spring 2020 will not be duplicated.

Suspended Spring 2020 evaluations and scheduled Fall 2020 evaluations will be completed in Fall 2020 for tenure-track faculty and for adjunct faculty who have not yet earned rehire rights. Full-time, regular, tenured faculty members and part-time faculty in the priority assignment pool who prefer to postpone suspended Spring 2020 evaluations or scheduled Fall 2020 evaluations to Spring 2021 may do so by mutual agreement with management.

The remaining components of suspended Spring 2020 evaluations as well as all scheduled Fall 2020 evaluations may be completed in the online modality.  All faculty are encouraged to take

advantage of training opportunities to ensure preparedness to deliver high-quality online instruction.

- Evaluations of faculty members who are within their first two semesters of teaching online, and who are teaching online solely due to the requirements imposed by the COVID-19 public health crisis, shall be completed with the following considerations and/or modifications to the composite evaluation form, under "Teaching and Instructional Effectiveness":
  - Item 1: Plans for and is well prepared to teach.
    - Evaluator(s) should only review materials up to the week of the observation. The instructor is not required to have the full semester's worth of materials posted in advance of the evaluation.
  - Item 6: ~~Stimulates~~ *Encourages* student participation
  - Item 9: ~~Uses effective motivation to create student desire to learn the subject/skills~~ Effectively expresses why the subject and/or skills are important, and what students may gain from learning them
  - Item 10: Makes effective use of teaching aids and materials
    - Evaluators should select "N/A", but may note relevant recommendations in the narrative comments
  - Item 14: Meets and assists students during office hours
    - Faculty may meet this requirement by holding synchronous online office hours during posted times and/or by responding to student inquiries via email or Canvas messaging. Instructors should clarify their preferred mode(s) with their evaluation teams at the pre-evaluation conference prior to observation / evaluation.

**Summer-Fall 2020**

**Training Stipends:**

Every faculty member shall be eligible to receive a stipend of $500, to be paid at the end of the Fall 2020 semester if they are a member of one of the following numbered groups and have completed the sub-bulleted criteria (group 1 members need only complete one of the three sub-bullets).

- Group 1: Faculty with online course assignments in Fall 2020 may qualify for stipends by completing any one of the following three sets of criteria:
  - Member has had at least one course approved through the current OEI-based approval process (Fall 2017 or later) at Solano College, participates in the DE Committee in Fall 2020, AND assists with the campus-wide training effort in one or more of the following ways: shares Canvas template(s), offers Zoom office hours and/or presentations; helps mentor faculty in training, and/or reviews

course shells (see job descriptions for peer mentor and peer shell reviewer as defined by the DE Committee in the DE Canvas shell); OR

- o Member has at least 3 years of experience teaching online at Solano College, has completed DE Training Module 2 (Accessibility) by the end of summer, and has submitted an updated course shell for DE Committee approval no later than the start of the Fall 2020 semester; OR
- o Member has, by the end of Summer 2020, completed both modules of the current DE training, and has submitted a course shell to the DE Committee approval queue no later than the start of the Fall 2020 semester
- Group 2: Faculty with face-to-face or correspondence course assignments in Fall 2020, and/or those in disciplines unlikely to be offered online in the long-term (i.e. courses will not be submitted to Curriculum Committee for approval of online or hybrid modalities):
    - o Member has, by the end of Summer 2020, completed both modules of the current DE training, and uses Canvas eCompanion shells in all Fall 2020 classes for posting the course syllabus and course grades using the Canvas gradebook feature
- Group 3: Faculty with fall assignments in student support areas (no class sections assigned) in Fall 2020:
    - o Member has, by the end of Fall 2020, completed both modules of the current DE training

All faculty are advised as to the importance of DE training and certification to future assignments. Please refer to the language pertaining to Spring 2021 assignments, later in this document.

**Fall 2020:**

- (Modification to MOU Part 1, from 5/1/20): Courses in the inmate education program shall begin in the correspondence modality.  If conditions in the correctional facilities change, making face-to-face instruction possible, the choice to transition to a face-to-face modality shall be left to the discretion of each instructor.
- All instructors should check the Fall schedule of classes published online to verify that their online classes are shown in the way they prefer: synchronous (with set class times) or asynchronous (times say "TBA").  **Faculty who would like to change the way their classes are shown should notify their deans no later than June 1** to allow for corrections to the schedule.
    - o Instructors who intend to require any synchronous class meetings (i.e. Zoom) must elect to publish class meeting times in the published schedule of classes. Once classes begin, instructors may choose whether and how often to convene synchronous class meetings during the published times, and shall communicate these decisions clearly to students.

- Conditions for face-to-face course offerings, if any, will depend on external conditions and policies. The District will provide a plan that includes safety requirements as well as guidelines to address situations in which these requirements are not followed.
- All instructional faculty are required to use Canvas for all courses
    - As the LMS for delivery of all online courses
    - For face-to-face and correspondence courses, instructors must use the Canvas eCompanion shell to post, at minimum, the following information for students:
        - Course syllabus
        - Gradebook


## Spring 2021:

- Article 19.4.4, which limits online assignments to a total of .60 FTE of a full-time faculty member's load, shall be suspended in Spring 2021. Faculty who meet any of the following criteria may request their full teaching load, including regular and overload assignments, to be scheduled online:
    - Member has had at least one course approved through the current OEI-based approval process (Fall 2017 or later) at Solano College;
    - Member has at least 3 years of experience teaching online at Solano College, has completed DE Training Module 2 (Accessibility) by the end of summer, and has submitted an updated course shell for DE Committee approval no later than the start of the Fall 2020 semester;
    - Member has, by the end of Summer 2020, completed both modules of the current DE training and has submitted a course shell to the DE Committee approval queue no later than the start of the Fall 2020 semester
- DE training / Cert. is not required as a provision of Spring 2021 face-to-face or correspondence assignments.
- If conditions during the planning period for Spring 2021 predict a normal face-to-face schedule, then all current assignment priorities outlined in the CBA will apply.
- However, if evolving conditions surrounding institutional responses to the COVID-19 crisis necessitate increased online scheduling and/or the continued need for flexibility in scheduling for online or hybrid modalities during the Spring 2021 planning period, assignments of full-time and adjunct faculty will be offered in order of the following priorities:
    - Member has at least one course approved through the current OEI-based approval process (Fall 2017 or later) at Solano College;
    - Next priority to those who have completed both current DE modules and have course shells submitted for DE Committee review / approval in the Fall 2020 semester;
    - Faculty who are on track to complete both DE training modules by Nov. 1, 2020, but whose shells will not be approved until Spring 2021;

- These adjustments in assignment priority shall temporarily supersede those currently outlined in the CBA. These provisions shall be enacted on an emergency basis only, and shall sunset Dec. 30, 2020 (after the Spring 2021 schedule is made).

Signed on May 22, 2020

Melissa Reeve                                          Mary Jones

Chief Negotiator, SCFA                          Chief Negotiator, SCCD