

MEMORANDUM OF UNDERSTANDING BETWEEN

SOLANO COMMUNITY COLLEGE DISTRICT

AND

SOLANO COMMUNITY COLLEGE FACULTY ASSOCIATION

The parties agree to the following temporary modifications to the Collective Bargaining Agreement for the 26-27 and 27-28 fiscal year. This language shall sunset as of May 31, 2028, unless both parties agree to adding the language to the successor contract or extend this MOU.

19.1 The District recognizes that there are a number of different kinds of professional responsibilities being performed by members of the unit and that said members may best discharge their professional duties by following varied academic work patterns.

19.1.1 The instructor of record for a course of instruction shall be a person who meets the minimum qualifications to serve as a faculty member teaching credit instruction or a faculty member teaching noncredit instruction established pursuant to Section 87356 or the qualifications to serve as a faculty member established pursuant to Section 87359.

19.1.2 Academic duties and responsibilities such as providing academic instruction for credit and non-credit, academic non-instructional support, and regular substantive interaction (RSI) shall be completed by the instructor of record. In accordance with Education Code Section 87709 and all applicable laws and regulations, artificial intelligence shall not be used to replace faculty for purposes of providing academic instruction to, and regular interaction with, students in a course of instruction, and may only be used as a peripheral tool to support faculty in carrying out those tasks for uses such as course development, assessment, and tutoring.

19.1.3 An instructor contact hour is defined as fifty (50) clock minutes of instruction. No more than one classroom clock hour shall be counted in a sixty-(60) minute clock hour.

19.1.4 The following categories of modes of instruction are recognized and shall be weighted with activity points to establish equity.

- A. Category 1 Courses: Category 1 courses (CAT1) require a minimum of one (1) hour outside the classroom for instructor preparation, evaluation, performance, set-up or breakdown, and rehearsal for each hour of class.
- B. Category 2 Courses: Category 2 courses (CAT2) require less than one (1) hour of instructor time outside class in preparation, evaluations, and facilities set-up or breakdown.
- C. Category 3 Courses: Category 3 courses (CAT3) require less instructor time outside class in preparation, evaluation, facilities set up or breakdown than Category 1 and 2 courses.
- D. Combination: Courses designated to include a combination of instructional modes may be designated as Category 1 in part, Category 2 in part, and as Category 3 in part.

19.1.5 All faculty will develop and assess Student Learning Outcomes (SLOs) and/or Service Area Outcomes (SAOs). Part-time faculty may be compensated for a maximum of seven (7) hours of Category 3 pay per semester for SLOs and/or SAOs development, assessment, and data entry as outlined in Article 19.8.2.C.

19.1.6 All full-time faculty shall participate in program/service area review of their discipline of hire and/or disciplines/service areas they are regularly assigned assignments. Part-time faculty may participate in program/service area review of their discipline of hire and/or disciplines/service areas they are regularly assigned assignments and be compensated as outlined in Article 19.8.2.C.

19.2.3 Classroom workload activity points for the above categories shall be allocated as follows:

- A. Category 1 (18 hours per semester in the Course Outline of Record (COR)) = 3.0 activity points
- B. Category 2 (18 hours per semester in the Course Outline of Record (COR)) = 2.5 activity points
- C. Category 3 (18 hours per semester in the Course Outline of Record (COR)) = 2.0 activity points

19.4 Regular Load, Overloads and Underloads:

19.4.1 **Regular Load:** No instructor shall be required to have a classroom workload equal to more than a 100% workload in any semester unless they agree. If they agree to work beyond 100% during a semester, an average of 100% shall be maintained within a four (4) semester period. Exceptions apply in the case of faculty working to eliminate underload status.

- A. Online course assignments are contingent upon departmental needs and the Distance Education (DE) approval processes governed by the Curriculum Committee and DE Committee.
 - Full-time teaching faculty will be scheduled initially for a minimum of .40 FTE (18 activity points) face-to-face teaching load.
 - Full-time Counselors and Librarians will be scheduled initially for a minimum of .40 FTE (18 activity points) face-to-face assignment.
- B. In the case of hybrid courses, the proportion of the course taught online shall count toward the calculation of total online load (example: a 9.0 activity point class taught as a 50/50 hybrid course would count as 4.5 activity points of online instruction).
- C. All online instructors must meet the following initial training requirements for assignment of online course education assignments:
 - 40.0 hours of training through Solano Community College Distance Education Committee (SCC DE), @ONE, or equivalent course - course includes currency in online teaching and learning and regular substantive interaction (RSI) and training scores should be 80% or higher.
 - 40.0 hours of Accessibility training through SCC DE, @ONE, or equivalent course - course includes currency in federal and state law compliance and training scores should be 80% or higher.
 - Equivalent online teaching and learning training and accessibility training may be accepted by the DE Committee as outlined in the Online Instructor Certification Guidelines.
- D. If offered online assignments in order to meet departmental needs, new hires who have been unable to complete the full DE Certification process shall be allowed to complete the DE Certification process concurrent to teaching online, during their first year of employment. The first 40-hour training must be completed by the end of the first semester, the second 40-hour training may be completed no later than the second semester.
- E. All online instructors must meet the following ongoing training requirements:
 - Maintain currency with the current learning management system (LMS) and online pedagogy by doing the following:
 - a. At minimum, six (6) hours of training each year, included in annual FlexCal obligation.
 - b. Suggested course topics include online teaching and learning, accessibility, Regular Substantive Interaction (RSI), and assessments.
 - c. Suggested course providers include SCC DE, Solano FLEX sessions, @ONE, and ACUE.
 - d. Hours must be tracked through Professional Development.
- E. In the event of an emergency transition to remote instruction, the following provisions will apply:
 - Faculty with full DE Certification may decide whether to conduct remote instruction asynchronously or provide synchronous instruction via Zoom conference.
 - Faculty lacking full DE Certification must provide synchronous instruction via Zoom conference.
- F. In the event that public health conditions necessitate the transition of a greater proportion of class offerings to online modalities prior to the start of a semester, instructors who have not received full DE Certification approval may lose online assignments.

19.4.2 **Overload:** No regular faculty member shall exceed his/her regular load in any given semester by more than 67% (or 30 activity points).

If the activity points in a specific lecture/ laboratory/activity class creates an overload beyond the 45 required activity points, the workload activity points of that class may be “split” between contract activity points and overload activity points. A regular faculty member who is teaching such a class will be paid for the activity points beyond the 45 required workload, to be determined as follows: If the class has a combination of categories (1, 2 or 3) all category 1 activity points will be used first to fulfill the required 45 workload activity points. Activity points in categories 2 and 3 will count toward overload compensation. The faculty member will be compensated for category 2 and 3 activity points on an hourly basis.

- A. Assignments outside the contract year are not part of the regular workload of faculty. Exceptions may apply in the case of faculty working to eliminate underload status.
- B. Regular ~~adjunct~~ faculty will be contacted for each semester and summer session to inquire of their interest in teaching adjunct/hourly overload assignments. Interested regular ~~adjunct~~ faculty will have first priority to overload assignments of up to 40% or two complete class sections, whichever is greater. If two or more requests for the same class are received from faculty within the teaching discipline, the assignments will be distributed equitably to faculty by seniority on a rotation basis. This section is not intended, however, to allow a senior faculty member to select all available adjunct/hourly overload assignments. The term “adjunct/hourly overload assignments” shall include overload assignments in counseling and library services.
- C. No regular faculty member shall exceed his/her regular load in any given semester by more than 67%.

19.5 Adjunct /Overload Assignments:

19.5.1 ~~Regular~~ Adjunct Faculty

- ~~D. Regular ~~adjunct~~ faculty will be contacted for each semester and summer session to inquire of their interest in teaching adjunct/hourly overload assignments. Interested regular ~~adjunct~~ faculty will have first priority to overload assignments of up to 40% or two complete class sections, whichever is greater. If two or more requests for the same class are received from faculty within the teaching discipline, the assignments will be distributed equitably to faculty by seniority on a rotation basis. This section is not intended, however, to allow a senior faculty member to select all available adjunct/hourly overload assignments. The term “adjunct/hourly overload assignments” shall include overload assignments in counseling and library services.~~
- A. No regular ~~adjunct~~ faculty member shall exceed a semester assignment of 67% of a full-time teaching load. ~~their regular load in any given semester by more than 67%.~~
- ~~E. Assignments outside the contract year are not part of the regular workload of faculty. Exceptions may apply in the case of faculty working to eliminate underload status.~~
- B. Adjunct faculty with prior satisfactory service will be contacted prior to each semester and summer session to inquire of their interest in teaching adjunct assignments prior to outside/off-campus recruitment.
- C. Service in an intersession term maintained by the District shall not count as service allowing a faculty member to acquire regular classification status. (See Education Code section 87474(a)(2).)
- D. Online course assignments are contingent upon departmental needs and the Distance Education (DE) approval processes governed by the Curriculum Committee and DE Committee.
- E. All online instructors must meet the following initial training requirements for assignment of online course education assignments:

- 40.0 hours of training through Solano Community College Distance Education Committee (SCC DE), @ONE, or equivalent course - course includes currency in online teaching and learning and regular substantive interaction (RSI) and training scores should be 80% or higher.
 - 40.0 hours of Accessibility training through SCC DE, @ONE, or equivalent course - course includes currency in federal and state law compliance and training scores should be 80% or higher.
 - Equivalent online teaching and learning training and accessibility training may be accepted by the DE Committee as outlined in the Online Instructor Certification Guidelines.
- F. If offered online assignments in order to meet departmental needs, new hires who have been unable to complete the full DE Certification process shall be allowed to complete the DE Certification process concurrent to teaching online, during their first year of employment. The first 40-hour training must be completed by the end of the first semester, the second 40-hour training may be completed no later than the second semester.
- G. All online instructors must meet the following ongoing training requirements:
- Maintain currency with the current learning management system (LMS) and online pedagogy by doing the following:
 - a. At minimum, six (6) hours of training each year, included in annual FlexCal obligation.
 - b. Suggested course topics include online teaching and learning, accessibility, Regular Substantive Interaction (RSI), and assessments.
 - c. Suggested course providers include SCC DE, Solano FLEX sessions, @ONE, and ACUE.
 - d. Hours must be tracked through Professional Development.
- H. In the event of an emergency transition to remote instruction, the following provisions will apply:
- Faculty with full DE Certification may decide whether to conduct remote instruction asynchronously or provide synchronous instruction via Zoom conference.
 - Faculty lacking full DE Certification must provide synchronous instruction via Zoom conference.
- I. In the event that public health conditions necessitate the transition of a greater proportion of class offerings to online modalities prior to the start of a semester, instructors who have not received full DE Certification approval may lose online assignments.

19.2.3 Classroom workload activity points for the above categories shall be allocated as follows:

- A. Category 1 (18 hours per semester in the Course Outline of Record (COR)) = 3.0 activity points
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- C. Category 3 (18 hours per semester in the Course Outline of Record (COR)) = 2.0 activity points

19.7 Assignment Cancellation:

19.7.1 **Cancellation of Instructional Assignments** - Classes which reach or exceed a minimum enrollment of 14 students or 60% of the class maximums, whichever is higher, will not be canceled unless actual attendance drops below that number and remains below through the first week of classes or the second meeting, whichever occurs later. The decision to cancel a class before the first class meeting will be made by the **dean** after consultation with faculty in accordance with the following process:

1. Before first communication to impacted faculty members, the dean will inform the **department chair** of low-enrolled sections. **For summer assignments, the dean will inform the impacted faculty member directly.**
2. Within ten (10) business days but no fewer than five (5) days before the first instructional day of the semester, the dean will contact the impacted faculty member by District email regarding the enrollment status of the class.
3. The faculty member has three (3) business days to respond by District email before any action is taken.
4. In the absence of any response by the impacted faculty member within three (3) days, the dean shall confer with the **department chair** prior to taking any action.
5. Upon completing the steps above, the dean may proceed with cancellation decisions **in accordance with Article 19.2.5**. In making cancellation decisions, **deans** shall consider programmatic and educational factors, including but not limited to: requirements for major or program completion, transfer/vocational

courses, new course offerings, program maintenance and development, classrooms which hold fewer than the allowable maximum, and the number of sections offered.

6. Nothing in this article precludes the possibility of cancellations or other schedule adjustments occurring at any time prior to the start of the semester, by mutual agreement between the dean and the impacted faculty member.

19.7.2 Courses which are not canceled by the first week of classes or the second meeting, whichever occurs later, shall remain open throughout the duration of the semester.

19.7.3 Cancellation or Change of Non-Instructional Assignments - The decision to cancel or change an assignment will be made by the dean after consultation with faculty in accordance with the following process:

1. Before first communication to impacted faculty members, the dean will inform the department chair. For summer assignments, the dean will inform the impacted faculty member directly.
2. Within ten (10) business days but no fewer than five (5) days before the first day of the assignment, the dean will contact the impacted faculty member by District email.
3. The faculty member has three (3) business days to respond by District email before any action is taken.
4. In the absence of any response by the impacted faculty member within three (3) days, the dean shall confer with the department chair prior to taking any action.
5. Upon completing the steps above, the dean may proceed with cancellation or change decisions in accordance with Article 19.2.5.
6. Nothing in this article precludes the possibility of cancellations or other schedule adjustments occurring at any time prior to the start of the assignment, by mutual agreement between the dean and the impacted faculty member.

19.8 Regular Faculty Professional Workload

C. Campus professional activities and preparation hours shall be the difference between the total of instructional hours plus office hours and twenty-nine (29) hours per week. Campus professional activities include but are not limited to:

1. School and department meetings (maximum of three (3) hours per month). For each one (1) hour a faculty member fails to attend school/department meetings for reasons other than completing professional duties, they shall have one (1) hour deducted from their leave bank or for illness, they shall have one (1) hour deducted from their leave bank.
2. Meeting administrative timelines and submission of completed and required documents and reports.
3. Participating in college participatory governance activities, such as serving as school representative on Academic Senate or a sub-committee of Academic Senate; serving on college-wide committees such as College Governance Council or Fiscal Advisory Council; serving on a hiring committee; serving as a peer evaluator in the peer reviewer process and/or,
4. Participating in student activities, such as commencement; volunteering at student events; or serving as faculty advisor to a student organization.

D. The remainder of the forty (40) hours per week shall be used for professional job-related activities at the discretion of the instructor.

E. It is anticipated that regular faculty will be assigned a five-day workweek. Nothing in this article shall preclude an instructor from being assigned a workload obligation in other than five (5) days a week. A workload less than the five (5) days will be assigned by management in consultation with the faculty member.

19.8.2.B The compensation for each class will be calculated by taking the number of course in-class contact hours that the class is scheduled for in section K (Course Outline of Record (COR)), multiplying by 18, then multiplying that total by the published hourly rate in the appropriate salary schedule.

The intent of these updates is to:

- Schedule and compensate all faculty for the instructional hours worked

- Align compensation and workload with Standardized Attendance Accounting (SAA) and a standard set of hours in the Course Outline of Record (COR)
- Continue the shared goal of parity as outlined in Article 20.1 and Appendix IV

19.8.2.C All **part-time/adjunct** faculty, regardless of schedule, **number of assignments, and quantity of load** may be compensated for a maximum of seven (7) hours of Category 3 pay per semester for **program review and SLO/SAO** development, assessment, and data entry.

Erica Beam 5/21/26

Erica Beam Date
Chief Negotiator, SCFA

Sal Abbate 5-21-26

Sal Abbate Date
Chief Negotiator