

Memorandum of Understanding
Temporary Distance Education Instruction, Curriculum,
Distance Education Certification Training and Compensation

May 22, 2020

This Memorandum of Understanding (hereinafter "MOU") is entered into by and between the Victor Valley Community College District (hereinafter "District") and AFT Part-Time Faculty United (hereinafter "the Union").

WHEREAS, the bargaining representatives of the District and the Association have met in good faith and mutually agreed to negotiate Distance Education Certification Training from May 22, 2020, through June 30, 2021.

NOW THEREFORE, the District and the Union have reached the following agreement:

A. Distance Education Certification Training and Compensation

1. The District will provide appropriate distance education certification training for faculty who are not currently on the Certified DE Instructor List. Such training will be commensurate with the VVC Distance Education Certification Guidelines outlined in the Academic Senate Policy and will take place during the summer 2020 session and the fall 2020 semester.
2. Distance Education Instructor Certification courses are the equivalent of a 2 unit course (32 hours).
3. The District will provide a minimum of two (2) four-week sessions of Canvas-based DE Instructor Certification training during summer 2020. The number of full-time and/or part-time faculty in each individual cohort will be limited to 30, and the number of cohorts will be determined by the number of available CAT trainers.
4. Part-time faculty who are not currently on the Certified DE Instructor List will be given priority in registering for a cohort.
5. Part-time faculty who complete the DE Certification training, will be paid a one-time stipend of \$750.
6. Part-time faculty may also choose to obtain DE Certification training via @ONE or, with prior approval by the DEAC, another like-company at their own expense. Faculty choosing to be certified by this method will be paid a one-time \$750 stipend upon proof of successful completion of this training.
7. Successful completion of the DE Certification Training will allow the faculty member to be placed on the Certified DE Instructor list. If a faculty member does not pass, his or her placement on this list will be determined by the Office of Instruction.
8. Being placed on the Certified DE Instructor List does not guarantee an online teaching assignment. Assignments are made via the contract and departmental policy.
9. To comply with statewide curriculum guidelines for online delivery of courses, the Department Chair or a faculty designee will, before August 1, 2020, make the

appropriate changes in CurricuNet to onsite courses converted to online to allow for future online delivery as needed.

10. Due to the Coronavirus Emergency, classes that have not previously been designated for online delivery may temporarily be offered online through the end of the fall 2021.

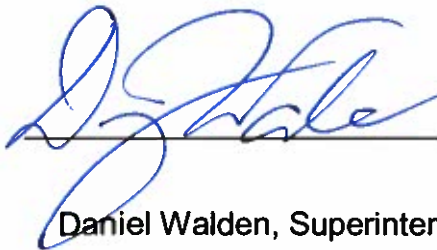
B. Online Load

1. 100% online load will be permitted for the duration of this MOU.

C. Canvas Course Shells

1. The District will work with IT to ensure that every Canvas Course Shell has a link to Student Services, the VVC Bookstore, Tutoring, and the Writing, Math and Communications Labs.
2. All part-time faculty (whether teaching onsite or online) will be responsible for uploading a course/section syllabus to the Canvas Course Shell and using the Grades function in Canvas to post grades and keep students apprised of their progress in the course.
3. Certified DE faculty assigned to teach each online section will be responsible for the course content in the Canvas Course Shell. Instructors will create and upload/post all necessary course materials including, but not limited to: modules, assignments, tests/quizzes, and discussions and if deemed appropriate by the instructor ready-made content from their textbook publisher or other educational sites.

The language in this MOU will be in effect from May 22, 2020 through June 30, 2021, at which time this language will sunset or by mutual agreement, ratification by faculty, and approval by the VVC Board of Trustees be rolled into the contract.


Date 5/29/20

Daniel Walden, Superintendent President

Victor Valley College


April Allen (Jun 1, 2020 11:32 PDT) Date Jun 1, 2020

April Allen, President AFT 6286

Victor Valley College






MOU Distance Ed Training and Compensation 5.22.20

Final Audit Report

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