



A Union of Professionals

AFT Part Time Faculty United 6286

MOU BREAKDOWN

Our analysis appears in blue.

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.**

Training will take place over summer and fall. Training dates will be announced soon.

The Academic Senate policy is available here: http://www.vvc.edu/offices/faculty-services/faculty-senate/VVC%20DE%20Faculty%20Certification%20for%20%20Online%20and%20Hybrid%20Courses%20Canvas%20AS%202nd%20Reading%2005_02_2019%20APPROVED.pdf

- 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.**

These sections detail the hour-requirement and cohort size for each session. CAT trainers are addressed in full-time's MOU, which will be available here: http://www0.vvc.edu/offices/human_resources/Index%20CTA%20MOU2.pdf

- 5. Part-time faculty who complete the DE Certification training, will be paid a one-time stipend of \$750.**

This section addresses pay. The \$750 stipend will be paid out upon completion. Full-time is receiving the same rate.

- 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.**

This section provides an alternate path to achieving DE certification. If going through a certification company other than @ONE, please clear that company with DEAC (Tracy Davis, tracy.davis@vvc.edu) before enrolling.

Faculty who are currently DE certified and/or have already gone through alternate training via @ONE before the date of this MOU will not be eligible for the stipend.

The equivalency process remains the same. Those going through equivalency based on prior certification and/or training at a different district will not be eligible for the stipend.

- 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.**

Article 13 of the CBA details the assignment process, with 13.4.3-13.4.5 being the relevant sections. The CBA is available here: http://www.vvc.edu/offices/human_resources/AFT%20AGREEMENT%207-1-17%20to%206-30-2020%20REVISED%20BOT%20Approved%204.9.19.pdf

- 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.**

More about the statewide guidelines can be found on the Chancellor's Office's website: <https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Educational-Services-and-Support/What-we-do/Educational-Programs-and-Professional-Development/Distance-Education>

- 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.**

This section restates the pandemic response plan as it relates to DE, acknowledging the possibility that the majority of classes may be online until fall 2021.

B. Online Load

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

This pertains more to full-time, but it is included in this MOU in case a part-timer teaches a temporary full-time load.

As a reminder, if offered by the District, part-timers can work over a 67 percent load two times in a six semester period. The language for this can be found in Board Policy 7210: <http://www.vvc.edu/offices/president/BP%207210%20Academic%20Employees%20Revised.pdf>

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.**

This sections sets basic expectations for how District will build out Canvas shells and how part-time will maintain those shells.

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.

This section provides the next steps for when this MOU expires on June 30, 2021.