Memorandum of Understanding

Temporary Distance Education Instruction, Curriculum, Distance Education Certification Training and Compensation

May 13, 2020

This Memorandum of Understanding (hereinafter "MOU") is entered into by and between the Victor Valley Community College District (hereinafter "District") and the Victor Valley College Faculty Association (hereinafter "Association").

WHEREAS, the bargaining representatives of the District and the Association have met in good faith and mutually agreed to negotiate Distance Education Certification Training and temporary changes to the Article 13 in the Agreement between the Victor Valley Community College District and the Victor Valley College Faculty Association (hereinafter “the contract”) from May 13, 2020 through June 30, 2021.

NOW THEREFORE, the District and the Association 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. Certification Trainers may include: Canvas Action Team Trainers (hereafter "CAT"). CAT Trainers are defined as those full-time faculty who completed Canvas- taught training at Victor Valley College on January 10 and 11, 2019, or those full-time VVC faculty who can demonstrate verifiable evidence of Canvas proficiency and knowledge of DE teaching pedagogy and who are approved by the Distance Education Advisory Committee and the Office of Instruction.
   3. Distance Education Instructor Certification courses are the equivalent of a 2 unit course (32 hours) and will be considered a Summer course in terms of trainer workload and compensation.
   4. Certification Trainers will be paid at 66% (.66) for up to 0.4 of their annual load, their current hourly rate (if they have used their 66%(.66) prior to Summer 2020), or any combination of load and hourly compensation contractually permitted (as per Article 8.D) for conducting up to 40 hours of DE Instructor Certification, per Distance Education Certification cohort, over Summer 2020, beginning June 15, 2020, and ending August 7, 2020 and as needed in the fall 2020 semester.
   5. Certification Trainers shall be provided essential software and online tools to conduct training as requested before the first cohort begins in June 2020.
   6. 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
adjunct 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.

7. Full-time faculty who are not currently on Certified DE Instructor List will be given priority in registering for a cohort. If full-time faculty do not sign up, non-certified adjunct instructors may fill available seats.

8. Full-time faculty who complete the DE Certification training will be paid a one-time stipend of $750.

9. Full-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.

10. 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, their placement on this list will be determined by the Office of Instruction.

11. Being placed on the Certified DE Instructor List does not guarantee an Online teaching assignment. Assignments are made via the VVCFA contract and departmental policy.

B. Curriculum (Replacing Article 13.C. 1)

1. 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.

2. Due to the Coronavirus Emergency, classes that have not been designated for online delivery may temporarily be offered online through the end of the fall 2020.

C. Online Load (Replacing Article 13.C.3)

1. Faculty may teach 100% of their annual load online. Additional online classes may be offered hourly.

2. 100% online load will be permitted for the duration of this MOU.

D. Office Hours (Replacing Article 13.E)

1. Faculty will conduct online office hours (based on assigned load in accordance with the process in Article 12.D.2) in the contract. Office hours will be posted on the course site and/or in the syllabus and may be held via email, phone, or video-conferencing for the duration of this MOU.

E. New DE courses (Suspension Article 13.C.2)

1. New DE courses created in summer 2020 and fall 2020 will be exempt from Article 13.C.2 and will not be required to submit their courses to the DEAC for approval prior to delivery.
F. 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 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 13, 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.

Daniel Walden, Superintendent President
Victor Valley College

Michael Butros, Faculty Association
Victor Valley College

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By