

MEMORANDUM OF UNDERSTANDING

Between

Merced Community College District

And

Merced College Faculty Association Chapter 770 CTA/NEA

This memorandum is agreed between Merced Community College District (“District”) and the Merced College Faculty Association Chapter 770 (“Association”).

The District and Association recognize the importance of offering onsite courses to ensure the vitality of the College’s mission to provide quality educational program for its students. The District and Association also recognize that online courses provide equal value to students who choose to take courses online. The parties recognize that the COVID-19 pandemic forced the District to move courses to online format for the safety of students and employees. However, outside of a response to an emergency situation, the parties also agree that the faculty body should have the opportunity to determine which teaching methodology best meets the needs of each course and the instructor’s own particular teaching style. The District maintains the right of assignment.

The parties also agree that we must mutually rely upon the Academic Senate for curricular decisions, including the development of online teaching certifications and the approval of online courses. This Memorandum of Understanding is limited to the working conditions of bargaining unit members.

To these ends, the District and the Association agree as follows:

Tenured, Probationary Tenure-Track, and Part-time Faculty Evaluations

For Distance Education evaluations during the COVID-19 pandemic emergency response, the following amendments to the evaluation process shall take place:

1. Only the evaluator(s) shall have access to the virtual classroom.
2. At least one module/chapter will be chosen by the evaluatee for the purposes of this evaluation. This includes the course and section to be chosen by the evaluatee.
3. The evaluators shall not have direct online contact with students enrolled in the class.
4. The evaluatee shall guide the evaluator(s) through the course by providing directions, explaining the features of the course, and exploring the course with the evaluator(s) during a 24-hour timeframe mutually agreed upon by the evaluatee and the evaluators. The evaluator will notify the appropriate dean of instruction two weeks in advance to initiate access to Canvas.
5. Student evaluations will be embedded on the course home page by the evaluatee for seven days. The evaluatee should also post an announcement and survey link on the Canvas home page. The dean of instruction will ensure the survey link is posted.

Distance Education Training

For Distance Education training during the COVID-19 pandemic emergency response, the following amendments to the faculty online certification process shall take place:

1. If the District is unable to offer a faculty member face to face classes during the COVID-19 pandemic emergency response, a faculty member who teaches online/remotely will teach online if they
 - a. Are already online certified by the District; or
 - b. Take a district offered introduction to online teaching course (for example, Growing with Canvas at Merced College). If an introduction to online teaching course has been taken within the last six months, it does not need to be repeated; and
 - c. Choose to be mentored and work closely with a distance education qualified teacher.

Teaching Face-to-Face Protocol

The parties also agree to the Teaching Face-to-Face Protocol document (as attached) during the COVID-19 pandemic emergency response.

This MOU between the District and the Association shall sunset on May 21, 2021 unless both parties agree to mutually extend the agreement.

FOR THE DISTRICT:


 Kelly Avila (Aug 7, 2020 19:56 PDT)

 Chief Negotiator

8/7/2020

Date



 Superintendent/President

8/10/2020

Date

FOR MCFA:


 Kitty Cazares (Aug 10, 2020 09:36 PDT)

 Chief Negotiator

8/10/20

Date


 Richard Randall (Aug 10, 2020 12:56 PDT)

 Faculty Association President

8/10/2020

Date

Merced College Fall 2020
Teaching Face-to-Face Protocols

FACULTY NAME: _____

COURSES: _____

AREA DEAN: _____

As an instructor teaching a class (or classes) face-to-face (whether fully or as a hybrid), I agree to the following protocols and will:

- Attend one of the Teaching Face-to-Face Zoom Sessions or speak with my Dean about the process of teaching face-to-face this fall;
- Wear a face mask and/or face shield at all times;
- Reinforce that students wash hands/sanitize frequently;
- Enforce that all students maintain social distancing of at least six (6) feet apart at all times;
- Keep in-place the District established desk and/or classroom space configuration to ensure contact tracing procedures can be followed, if needed;
- Demonstrate to students the proper way to wear a face mask and/or a face shield;
- Require all students to correctly wear a face mask and/or face shield at all times;
- Direct students who enter the class without a face mask to comply with the face mask protocol by providing them one (District-provided in all classrooms) or referring them to Health Services to obtain one;
- Remind all students to self-monitor and not attend class if they are showing any symptoms of COVID-19;
- Demonstrate to the students the proper way to clean lab equipment such as microscopes, tools, etc., as appropriate and/or applicable to each course;
- Clean the instructor work station with supplies provided by the District after each class session and any classroom supplies such as remote controls, keyboard, markers, and podium;
- Direct students to clean, with sanitizing supplies provided by the District at the end of each class session (disinfectant wipes, sanitizer, etc.), their classroom/lab area, including desk and chair;
- Discourage the sharing of items (pens, highlighters, etc.) with other students;

- Provide links in the syllabus of the California COVID-19 resources website, the California Community College Chancellor’s Office COVID-19 resource website, and the Merced College COVID-19 resource website. <we will provide links>
- Avoid any classroom activities that violate social distancing and ensure that two or more students/faculty will not be closer than six feet for more than fifteen minutes in a 72-hour time frame;
- Keep a daily attendance record by utilizing the seating template, when appropriate, provided by the District;
- Report to my Dean if I feel sick or am showing any signs of COVID-19 and cancel my class(es) appropriately;
- Collaborate with the Office of Administrative Services and adhere to established processes as to how students will enter and exit my class;
- Abide by the approved action plan for my classes.

In addition, I am providing the following proposed protocols specific to the course(s) I am teaching face-to-face:

[NAME OF COURSE]

- [INSERT PROPOSED PROTOCOLS]
-
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Additional information:

-
-
-

FACULTY SIGNATURE: _____

DATE: _____

DEAN SIGNATURE: _____

DATE: _____












MCFA MOU-final

Final Audit Report

2020-08-10


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