

MEMORANDUM OF UNDERSTANDING

Between

Merced Community College District

And

Merced College Faculty Association Chapter 770 CTA/NEA

MOU: Distance Education Faculty Eligibility for AY 2021/2022

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. As we transition back to a post pandemic College, the parties recognize that student and faculty needs may have changed. The District retains the right of assignment, and the dean will continue to work closely with the faculty lead to adopt a mutually-agreeable schedule whenever possible, per Collective Bargaining Articles 7(5) and 14.(1)(c).

The parties also agree that we must mutually rely upon the Academic Senate for curricular advice and judgement, oversight of policies for professional development activities, 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:

Distance Education Training

For Distance Education training during Academic Year 2021-2022, the following amendments to the faculty online certification process shall take place:

For Fall 2021

1. A faculty member will be eligible to teach in a distance education modality if they:
 - a. Are already online certified by the District; **or**
 - b. Have taken a district offered introduction to online teaching course, (Growing with Canvas at Merced College). If an introduction to online teaching course has been taken, it does not need to be repeated; **and**
 - c. Are mentored and work closely with a faculty support coach with the following requirements:
 - i. By Monday, August 2, 2021 submit completed course shell(s) utilizing a District-approved template for review by the assigned faculty support coach who will offer advice and guidance.
 - ii. Meet with the faculty support coach at a minimum of sixteen hours within summer and/or fall, scheduled by mutual agreement of the coach and faculty member to review and offer advice on the unpublished modules within your course platform.

For Spring 2022

1. To ensure faculty who wish to teach in a distance education modality are eligible to

teach in a distance education modality in spring 2022, they must complete CMOIT or a district-approved certification by Friday, August 31, 2021. (See Addendum B for a list of approve certification options.)

Following spring 2022, faculty will be eligible for a DE teaching assignment if they complete a District-approved certification program or the equivalent prior to and online teaching assignment being granted, pursuant to Title 5 section 55200 et seq.

Teaching Face-to-Face Protocol

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

This MOU between the District and the Association shall be effective May 1, 2021 through December 31, 2021 unless both parties agree to mutually extend the agreement.

FOR THE DISTRICT:

FOR MCFA:



Superintendent/President

05/07/21

Date



Faculty Association President

5-7-2021

Date

Merced College Spring 2021
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 - [COVID19.CA.GOV](https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Communications-and-Marketing/Novel-Coronavirus), the California Community College Chancellor's Office COVID-19 resource website - <https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Communications-and-Marketing/Novel-Coronavirus> , and the Merced College COVID-19 resource website - <http://www.mccd.edu/news/covid-19-update/index.html>.
- 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:

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-
-

Additional information:

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-
-

FACULTY SIGNATURE: _____

DATE: _____

DEAN SIGNATURE: _____

DATE: _____

Addendum B

DE Professional Development Opportunities at Merced College

	Growing with Canvas	CMOIT	Online Teaching and Learning + POCR	Self-Assessment+ POCR	@ONE Teaching and Design Course
Availability	Self-Paced Open Enrollment	Asynchronous; registration required	Self-Paced Open Enrollment	Open Enrollment	Registration Required
Prerequisite	No.	Yes. GWS	Yes. GWC	Yes. Must have training certification from another institution.	Yes. You must be employed at a Community College and have taught online.
Time Commitment	6-8-hours for one week	9+ hours per week for 9 weeks; LMS Basics required or Test Out	8-10-hours per week for 4 weeks; must complete within 3 months of starting; must pass POCR to be certified <i>(Two-part certification)</i>	2-4 hours per week for 2-4 weeks <i>(Must submit a fully deployable course that aligns with the CVC-OEI Rubric)</i>	12-15-hours per week for 12 weeks
Online Teaching Certification	Badging for completion only – this is an introductory course to College policies and introduction to LMS. Must pass with 100% accuracy.	Yes. Certification of the instructor is awarded with 90% successful completion of the course.	Yes. Certification of the instructor and the course are awarded upon 90% successful completion of the course <u>AND</u> successful completion of local POCR	Yes. Certification of the instructor and course are awarded upon successful completion of the local POCR review process.	Yes. Certification of the instructor is awarded upon 100% successful completion of the course.
Instructor Guidance	None	Frequent; taught in an asynchronous modality	Limited; works with a Faculty Support Coach	Limited; works with a Faculty Support Coach	Frequent; taught in an asynchronous modality
Peer Interactions	None	Frequent	None	None	Frequent
Product Outcome	None	A front-page; an orientation module; and three weeks of a fully deployed course.	Faculty would build a fully deployed course on their own after the OTL course has ended.	Faculty would build a fully deployed course on their own before applying.	A front-page; an orientation module; and one week of a fully deployed course.
CVC-OEI Badging	No.	No. Must first design a fully deployed course and take it successfully through the local POCR process.	Yes, if Part I and Part II are successfully completed.	Yes, if the local POCR process is successfully completed.	No. Must first design a fully deployed course and take it successfully through the local POCR process.