

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT  
AND  
CHABOT-LAS POSITAS FACULTY ASSOCIATION

June 4, 2020

**Online Professional Development Opportunities for Summer, 2020**

The District and Faculty Association recognize the importance of providing professional development and training to all faculty who had no prior knowledge or experience of teaching through distance education modalities, but are now required to do so under this COVID-19 pandemic. As such, the parties agree that the District will provide training for identified faculty who are new to online instruction, per the criteria below, prior to the start of Fall Semester, 2020. The District is committed to providing and supporting such training in the interest of Full-time and Part-time faculty, as well as students. Balancing the need for such training under severe fiscal constraints, the District offers to compensate faculty under the conditions and criteria below, up to a total of 4,500 hours of Level One (1) and Two (2) training and with the support of up to nine (9) faculty coaches/mentors districtwide. The 4,500 hours shall be distributed as follows:

1. All CLPCCD Instructors who had taught distance education prior to March 15, 2020 are exempt from level one training.
2. All faculty who have a fall instructional assignment are eligible to voluntarily take Professional Development Classes as identified by the PD Task Force, however it is understood that faculty may not need training articulated in Level One (1) and Level Two (2), if any of the below has been achieved by the end of Spring Semester, 2020:
  - Successful completion of OCDP at LPC since Spring 2017, OEI-approved course, or completion of POCR reviewer training;
  - Successful completion of CC COOL Committee and/or LPC DE Committee Review;
  - Self-Assessment through the checklist provided below;
  - Successful completion of a Distance Education preparation program at a college in the CCC system;
  - Successful completion of an @ONE online training course:  
<https://onlinenetworkofeducators.org/certificate-in-online-teaching-design/>
  - Dean approval.

3. An online training menu has been provided to both campuses, from which each instructor will be able to select training items based on need and preference.
  - a. Level One (1) is basic Canvas and online teaching instruction; instructors will self-assess which, if any, areas they would like to access; they will be able to skip specific areas or the whole level if they identify that they are already proficient in that area based on criteria developed by the COOL (Chabot) or DE (LPC) committee in consultation with the VP of Academic Services.
  - b. Level Two (2) is foundational and includes training that focuses on ADA and Accreditation compliance, as well as equity.
4. Training will be available in both an asynchronous and combined synchronous/asynchronous formats; faculty will identify which format they prefer when there is more than one option. Training under this agreement shall sunset on or before August 16, 2020.
5. Each faculty member participating in the training will be assigned to a Mentor who will be the point person to guide them through the process.
6. By the end of the training period, each faculty participant will submit a self-assessment or evidence of completed coursework which certifies that they have completed the training and in which they identify the total number of hours they participated in required training activities.
7. Any faculty who has completed CLPCCD sponsored training in any of the areas on Level One or Level Two since March 16th, 2020 will be eligible, with verification, to receive compensation up to the hours offered for Level One or Level Two training, within the hour time limits specified for each item on the menu.

### **Compensation**

1. Compensation for this remote instruction training necessitated by the COVID-19 Shelter-in-Place requirement and the subsequent and sudden dramatic increase in remote/online instruction is offered on a voluntary and one-time basis only.
2. Faculty Mentors - Faculty that are selected to be Professional Development Mentors (or Coaches) for Online Teaching Training shall be compensated for up to two (2) CAH. Mentors will be assigned a cohort of up to 50 trainees each. The period of time for mentoring will run through August 16, 2020. Eligibility to work as a mentor will be determined at each campus by the VP of Academic Services, the Instructional Technology Coordinator and the COOL/DE committee in consultation.
3. Faculty being trained for Professional Development Online Teaching, Level One and/or Level Two, shall be paid up to (10) hours at the F-Hour rate.

4. In lieu of completing training provided by the District, a unit member may request equivalent compensation (up to 10 hours) for completing two or more @ONE online training courses. To be eligible for compensation under this provision, the @ONE courses must be approved by the unit member's dean, and completed between June 1 and August 16, 2020.
5. Full-time faculty can also opt to fulfill their required Variable Flex obligation for academic year 2020-21 by completing six (6) hours of the abovementioned training. If a faculty member chooses this option, he/she shall remain eligible to be paid for up to four (4) hours of training completed beyond the six (6) hours applied to Variable Flex.

### **Fall Flex Day Follow-up to Professional Development Training**

One Mandatory Flex Day at each campus in Fall Semester, 2020 shall be used as a follow-up session to the Professional Development Training. This will include, but not be limited to, sharing of successes and challenges, question and answer sessions.

In accordance with Article 29B.1, it is understood that Part-time Faculty are not required to attend Flex Day, unless they are teaching on campus, or otherwise in synchronous mode, during the hours of Flex Day. Notwithstanding, if a Part-time faculty member who is active in Fall Semester, 2020 plans to attend such Professional Development activities in excess of their Flex Day obligation under Article 29B.1, they may request compensation for up to two (2) such hours at the F-Hour rate. Such requests must be approved by the appropriate administrator prior to the Flex Day.

### **Spring 2020 Transition to Online/Remote work Trainer Compensation**

Faculty members who previously provided especially significant training for groups of their peers in Spring Semester, 2020, subsequent to March 11, 2020, will be mutually identified and agreed upon between the Faculty Association and District to receive a retro-stipend (Up to 15 hours at the F-Hour rate) for their special and timely service.

Signed and entered this 4<sup>th</sup> day of June, 2020

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David D. Fouquet  
President, Chabot- Las Positas  
Faculty Association

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Ronald P. Gerhard  
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Community College District