

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

October 1, 2020

**Timeline for the Preparation of Peer Evaluation Reports in Fall Semester, 2020**

The CLPCCD/FA MOU dated August 7, 2020, provides that Peer Evaluations will be completed in Fall Semester, 2020 for Contract Faculty, as well as Part-Time Faculty who have not had an initial evaluation, whose service commenced in Spring Semester, 2020 or earlier. Further, Article 14F.2(f) provides that in the case of Peer Evaluations conducted for Contract Faculty, the evaluatee shall receive a written, signed report of the class observation within fifteen (15) working days of the observation.

Further, the District has entered into an agreement to purchase a software tool (Watermark) for conducting the student surveys within Canvas. The Watermark launch date is estimated to be October 20, 2020. It is anticipated that the student survey form will be made available for students to fill out during a window lasting from one to two weeks; once the window closes, Watermark will generate a summary of student responses for inclusion in the report of class observation.

Notwithstanding the above, the District and Faculty Association agree that for observations of instruction for instructional faculty conducted prior to the Watermark launch date, the report of class visit (observation) should be completed and disclosed to the evaluatee within fifteen (15) working days of the Watermark launch date. For class observations conducted subsequent to the launch date, the report of observation shall follow contractual timelines for completion and disclosure to the evaluatee.

The District and Faculty Association further agree that if the Watermark tool fails to launch by October 27, 2020, the Peer Evaluations of instructional faculty designated for Fall Semester, 2020 may be completed-using the evaluation: Student Response to Instruction Form – Online Class.

Signed and entered this 1<sup>st</sup> day of October, 2020

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

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Ronald P. Gerhard  
Chancellor, Chabot-Las Positas  
Community College District