

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

May 27, 2021

Modification to Provisions Related to COVID-19 for Fall, 2021

The following is an addendum to the CLPCCD/FA MOUs dated April 16, August 7, 2020, and February 9, 2021, in order to set provisions for: (A) class cancellation policy for faculty teaching classes on campus; (B) a bonus stipend for faculty; and (C) clarifications on how Peer Evaluations should be conducted for faculty members. The provisions herein are specific to Fall Semester, 2021.

A. Class Cancellation Policy for Fall, 2021

In Fall Semester, 2021, any face-to-face class being offered which has enrollment of 15 or more students within 2 weeks of the first day of instruction will not be cancelled. If there are more than 10 students, the college will attempt to preserve the class. In the case of hybrid classes, they will be included in this provision if 51% or more of the instruction is face-to-face.

B. Stipend for Faculty

All continuing Full-time and Part-time faculty who have work assignments in the District during Fall Semester, 2021, as well as faculty on leave (*e.g.* sabbatical, workload banking, etc.) shall receive a \$1,500 stipend in consideration and recognition of the tremendous effort necessary to instruct and serve students during the COVID-19 pandemic. Such recognized efforts include, but are not limited to, transition of curriculum to an online modality, placing all work in Canvas, preparing for synchronous and/or asynchronous instruction, technology and office needs for remote workplace, child or dependent care expense, COVID-19 related expenses, and costs associated with the transition back. This includes up to two (2) hours of mandatory COVID-19 training, as designated.

The stipend described above will be paid by November 30, 2021, and represents the final remuneration and consideration for return to work and/or payments related to the COVID-19 pandemic through Fall 2021.

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C. Peer Evaluations for Faculty in Fall Semester, 2021

1. Determination of Who Should be Evaluated

- a) (Article 14) Evaluations for Untenured Faculty should be completed pursuant to the CBA;
- b) (Article 18) Evaluations for Part-time Faculty in Previously Recognized Categories (newly hired faculty, faculty specifically hired to teach online courses; faculty who require a follow-up evaluation) should be completed pursuant to the CBA;
- c) (Articles 15 & 18) Regular (tenured) Faculty and Part-time Faculty in good standing should be evaluated in accordance with the Resumption of the Normal Evaluation Cycle, as delineated in MOU dated February 9, 2021.

2. Use of EvaluationKit (Watermark) for Counseling and Librarian Faculty

For faculty members scheduled to be evaluated in Fall Semester, 2021, EvaluationKit (Watermark) shall be used to conduct the Student Surveys, as follows:

- a) For Counseling Faculty, Student Surveys will be deployed utilizing the questions from the negotiated *Counseling Faculty Evaluation Form – Student Survey*, using the Institutional Surveys feature. Access to student surveys will be made available to students via Zone Mail or direct link in Cranium Café, or via Outlook documents.
- b) For Library Faculty, Student Surveys will be deployed utilizing the questions from the negotiated *Library Faculty Orientation – Student Survey Form*, using the Institutional Surveys feature. Where possible, the Student Survey Form will be deployed within the Canvas shell for the appropriate library orientation. Otherwise, access to the student survey may be made available to students via Zone Mail.

3. Modification of Timelines for Student Surveys for Instructional Faculty

Peer evaluations of faculty performing face-to-face instruction will be completed according to the procedures and forms, including the Student Survey form, as per the CBA.

With the implementation of EvaluationKit software for student survey data collection of asynchronous online, synchronous online and the online portion of hybrid courses there will be 2 (two) evaluator observation periods. The evaluator observation period will correspond with the EvaluationKit student survey deployment to students and the distribution of that data through each college's determined process. The modification of timelines is needed to comply with the 15 (fifteen) day requirement for Contract Faculty (Article 14) and Part-Time Faculty (Article 18) to share the results of observation and student surveys with the evaluatee, the window for Regular Faculty is 20 (twenty) days (Article 15).

There will be 2 (two) evaluation observation periods for the Fall 2021 semester, as described below.

Evaluation Period 1

Observation for evaluation of asynchronous online, synchronous online and the online portion of hybrid courses for Evaluation Period 1 (one) shall be conducted in accordance with the following timeline:

- A. Observation of instruction may be conducted from Monday, September 13, 2021 through Friday, October 1, 2021
- B. The deployment of EvaluationKit for student surveys shall be deployed to students through Canvas from Monday, September 13, 2021 and conclude Friday, September 24, 2021
- C. Results of student surveys shall be sent to evaluators no later than Friday, October 1, 2021
- D. The evaluators report of observation and student survey summary shall be given to the evaluatee no later than Friday, October 8, 2021

Evaluation Period 2

Observation for evaluation of asynchronous online, synchronous online and the online portion of hybrid courses for Evaluation Period 2 (two) shall be conducted in accordance with the following timeline:

- A. Observation of instruction may be conducted from Monday, November 1, 2021 through Friday, November 19, 2021
- B. The deployment of EvaluationKit for student surveys shall be deployed to students through Canvas from Monday, November 1, 2021 and conclude Friday, November 11, 2021
- C. Results of student surveys shall be sent to evaluators no later than Friday, November 19, 2021
- D. The evaluators report of observation and student survey summary shall be given to the evaluatee no later than Friday, December 3, 2021

An Evaluations Calendar is provided to show the two Evaluation Periods described above, as an appendix to this MOU.

Signed and entered this 27th day of May, 2021

<signed>

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

<signed>

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

Evaluations Calendar for Fall Semester, 2021

First Day of the Week	Week #	Last Day of the Week		
Wednesday, August 18, 2021	1	Friday, August 20, 2021		HOLIDAY PERIODS
Monday, August 23, 2021	2	Friday, August 27, 2021		
Monday, August 30, 2021	3	Friday, September 3, 2021		
Monday, September 6, 2021	4	Friday, September 10, 2021		
Monday, September 13, 2021	5	Friday, September 17, 2021	Observation	EvaluationKit-students
Monday, September 20, 2021	6	Friday, September 24, 2021	Observation	EvaluationKit-students
Monday, September 27, 2021	7	Friday, October 1, 2021	Observation	EvaluationKit-results
Monday, October 4, 2021	8	Friday, October 8, 2021	Period 1 Evaluations Due Evaluee	
Monday, October 11, 2021	9	Friday, October 15, 2021		
Monday, October 18, 2021	10	Friday, October 22, 2021		
Monday, October 25, 2021	11	Friday, October 29, 2021		
Monday, November 1, 2021	12	Friday, November 5, 2021	Observation	EvaluationKit-students
Monday, November 8, 2021	13	Thursday, November 11, 2021	Observation	EvaluationKit-students
Monday, November 15, 2021	14	Friday, November 19, 2021	Observation	EvaluationKit-results
Monday, November 22, 2021	15	Friday, November 26, 2021	Thanksgiving	
Monday, November 29, 2021	16	Friday, December 3, 2021	Period 2 Evaluations Due Evaluee	
Monday, December 6, 2021	17	Friday, December 10, 2021		
Monday, December 13, 2021	18	Friday, December 17, 2021		
Monday, December 20, 2021	19	Tuesday, December 21, 2021		