

MEMORANDUM OF UNDERSTANDING BETWEEN
SOLANO COMMUNITY COLLEGE DISTRICT
AND
SOLANO COMMUNITY COLLEGE FACULTY ASSOCIATION

The parties agree that for Academic Year 2019-2020, the following changes will be made to Article 4 of the Collective Bargaining Agreement, effective October 4, 2019:

1. The faculty member under evaluation shall determine which class or classes will be surveyed, and which member of the evaluation team shall administer the surveys.
2. When possible, the student evaluation survey(s) shall be administered by the review team member(s) assigned to observe the selected class section(s) on the date(s) of the observation(s).
3. Surveys shall be administered no sooner than the 40% point of the course, and no later than the 90% point (approx. weeks 6-15 of a full-semester course).
4. If student evaluation survey cannot occur in a class period selected for observation, they may occur in a different class period, and will be administered by a member of the instructor's evaluation team.
5. The instructor and the visiting evaluation team member will arrange the plan for when to administer the evaluation survey within the selected class period (e.g. at the start of class, before the break, at the end of class, etc.)
6. The instructor will leave the room during the administration of the student evaluation survey.
7. Process for survey administration:
 - a. Write the Course CRN on the Board.
 - b. Give each student:
 - i. Survey form
 - ii. Pencil
 - c. Read this statement to the class:
 - i. "Enter the Course CRN in the boxes next to the shaded area on your survey form, then mark the correct bubble next to each box." (Allow time for students to enter and mark the code.)
 - ii. "This instructor evaluation form gives you the opportunity to express your opinions of this course and the way it is being taught. The statements included are qualities and/or methods important to good teaching. Your responses will be returned to the Dean's office to ensure that all information is kept confidential. Your instructor will not read your comments until after your class grades are submitted. Read each item carefully and decide how you would rate this instructor and/or course. Please do not write your name or the instructor's name on the form.
 - d. After students have finished, collect all the materials. Place the completed survey forms and the pencils back in their respective envelopes.
 - e. Seal the envelope containing the completed evaluations, and return all materials to the Dean's office.

8. The Dean's office shall arrange for the processing of scantron response forms to generate numerical data to support the comprehensive evaluation. Narrative comments will not be transcribed.
9. Completed sets of student evaluation forms shall be retained by the dean's office, and returned to the evaluated faculty member at the end of the semester once grades have been submitted. Student evaluations are for use by the Dean in completing the comprehensive evaluation form. Completed student evaluations shall not be reviewed by other members of the evaluation team unless requested by the evaluatee.

Pilot process: Use of online student evaluation surveys for on-ground courses

In Spring 2020, faculty teaching on-ground courses may choose to have student evaluation surveys administered using the online process available through the Canvas platform. This determination shall be made in the evaluation team consultation process at the start of the semester. If the response rate to the online surveys is lower than 30%, a follow-up paper survey shall be administered to the same class by a member of the evaluation team.



Melissa Reeve

Chief Negotiator, SCFA

10/4/19

Date



Mary Jones

Chief Negotiator, SCCD

10/4/19

Date