

MEMORANDUM OF UNDERSTANDING BETWEEN

SOLANO COMMUNITY COLLEGE DISTRICT

AND

**SOLANO COMMUNITY COLLEGE FACULTY
ASSOCIATION**

The parties agree to the following temporary modifications to the Collective Bargaining Agreement for the Fall 2023 semester. This language shall sunset as of December 31, 2023.

Online Assignments: Initial Schedule Development

- Teaching faculty, Librarians and Counselors shall have the following scheduling modality options:
 - Full-time teaching faculty: a minimum of 40% face-to-face teaching load. The face-to-face portion of hybrid classes shall count towards the 40% minimum load.
 - Full-time Counselors and Librarians: a minimum of 40% face-to-face assignment.
- Per article 19.4.3, faculty are expected to meet the local certification requirements set by the DE committee to be eligible for online assignments.
 - To be eligible for any online teaching assignment in Fall 2023 a member must have completed the full DE approval process prior to being assigned an online class.
 - If offered online assignments in order to meet departmental needs, new hires who have been unable to complete the full DE Certification process shall be allowed to complete the DE Certification process concurrent to teaching online in Fall 2023.
 - Faculty who have not met the above requirements will be scheduled to the extent possible within the available face-to-face and/or correspondence offerings.
 - No member whose DE Certification remains incomplete / unapproved shall be assigned to any online or hybrid instruction.
 - In the event that public health conditions necessitate the transition of a greater proportion of class offerings to online modalities prior to the start of the Fall 2023, instructors who have not received full DE Certification approval may lose assignments.

Initial Fall 2023 schedule development:

- Deans shall work with discipline faculty to develop the Fall 2023 class schedule to ensure classes are scheduled in appropriate modalities to meet student needs in each discipline.
- Every effort will be made to schedule a faculty member's face-to-face classes and online classes on different days of the week. For example, a faculty member with 2 face-to-face classes would have them scheduled on the same two days. Faculty may need to have a longer day on campus in order to have access to larger classrooms. Current contract language regarding the length of a day and time between the end of one day and the beginning of another will still be in effect.
- Faculty may contact the Association and the VP of Academic Affairs to resolve scheduling disputes prior to the opening of priority registration.
- Management will work through collective bargaining with the Local 39 and CSEA Labor units to ensure appropriate staffing of campus offices, lab technicians, and student support services, and so on to support the success of in-person instruction.

Pre- Registration Schedule Review:

- If conditions warrant the reduction of in-person offerings from those initially scheduled, deans shall work in consultation with impacted faculty to convert as many in-person sections as possible to online or hybrid modalities.
 - Instructors who have not received full DE Certification / approval will not have the option of converting in-person classes to online. Classes scheduled with these instructors will need to remain in-person, or be re-assigned to DE-certified instructors, or be canceled.
 - Instructors who are DE Certified and who teach classes approved for online and/or hybrid instruction will have the options of converting in-person sections to synchronous or asynchronous online offerings.
 - Where possible, while still providing a robust schedule of offerings to meet programmatic needs, faculty who are DE certified but who have not previously developed Canvas materials for classes scheduled in person will have the option to swap these classes for others they are prepared to teach online.

Mid-Semester Contingency Planning

- Faculty who request or accept in-person assignments for Fall 2023 do so with the understanding that even after the start of the semester, health considerations may cause individual class sections or the whole campus community to pivot to remote instruction at any time, for short quarantine intervals or for longer periods.

- To allow classes to transition to remote instruction on short notice, faculty teaching in-person will utilize Canvas for posting the syllabus and assignments, archiving course materials, collecting and responding to student work, and tracking student grades.
- In the event of a mid-semester, emergency transition to remote instruction, the following provisions will apply:
 - Faculty with full DE Certification may decide whether to conduct remote instruction asynchronously, or provide synchronous instruction via Zoom conference
 - Faculty lacking full DE Certification must provide synchronous instruction via Zoom conference

Re: COVID Safety

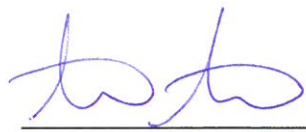
- The College will continue to align campus COVID safety requirements with prevailing legal guidelines.
- To the extent possible to allow appropriate distancing to limit the danger of COVID transmission, on-campus classes will be scheduled in rooms with a maximum occupancy larger than the enrollment cap of the respective class. Deans will work with faculty to choose the available spaces with which instructors feel most comfortable.
- Requests for full online assignments based on documented health concerns should be submitted to Human Resources.

 1-12-23

Karen Cook

Date

Date Chief Negotiator, SCFA

 1/12/2023

Sal Abbate

Chief Negotiator, SCCD