

**Memorandum of Understanding (MoU)  
between the SBCC Community College District and the SBCC Faculty Association**

**Resource documents: [Proposed Training Schedule](#) [Faculty Association Contract](#) specifically sections 2.13.15 and 2.15.2**

The parties enter into this agreement in response to the COVID-19 pandemic to ensure academic integrity and student success and improve equity and accessibility in our distance education (DE) courses, while satisfying requirements from the Chancellor's Office, Title 5, Accreditation Standard II and AP 4105.

FALL faculty who have not previously been approved to teach distance education courses as described in AP4105, Distance Education, will have to attend intensive training by the SBCC Faculty Resource Center as established by the District's Blanket Waiver submission to the CCCCO in accordance with Title 5. Training starts on July 17, 2020 in the FRC and will continue through the beginning of Fall semester. Faculty who are unable to attend the "live" training will be provided an asynchronous option to complete the training. The training has to be completed by the first day of an assigned course(s).

This training will include Basic DE teaching tools, infusing equity and anti-racism, universal design, accessibility and social-emotional pedagogy throughout all DE materials, and completing Emergency DE Approval materials, including the Emergency DE Addendum.

#### COMPENSATION

1. Part Time Faculty who complete the Faculty Resource Center FALL Training Cohorts will be paid 18 hours at the general stipend rate (Schedule 9 Step 9). Compensation for three of the eighteen hours (the equity part of this training) will be provided from HSI Federal grant funds.
2. Full Time Faculty who complete the Faculty Resource Center FALL Training Cohorts will be paid for the 3 hours of equity training at the general stipend rate (Schedule 9 Step 9) funded from HSI Federal grant funds . Full time faculty will be able to count the remaining fifteen training hours as well as additional hours needed to develop their online courses towards their 2020/2021 FLEX requirement.
3. Part Time instructional faculty will be paid \$180 per lecture class unit, and \$306 per lab class unit, for every face-to-face course they move into an online format, regardless of how many sections they teach of this course.
4. Full Time instructional faculty will be paid \$90 per lecture class unit and \$153 per lab class unit, for every face-to-face course they move into an online format, regardless of how many sections they teach of this course.
5. Classes initially scheduled as hybrid, and converted to fully online will qualify for 50% of the rates listed in No. 3 and 4.
6. If a PT faculty gets bumped out of their Fall 2020 scheduled assignment due to class cancellation(s), or their scheduled class is cancelled, within fourteen (14) calendar days prior to the start of the course, they still qualify for payment under No 3 above. This provision does not refer or apply to normal class preparations.

7. A faculty member attending training may be asked to do ONE DE addendum for his/her course as part of the training. If no department faculty qualify or attend the Fall training, those documents are completed by the department chair or an assigned faculty member.
8. Faculty Chairs completing additional DE addenda shall receive one hour's pay per addenda.
9. Faculty completing additional DE addenda shall receive one hour's pay per addenda.
10. Participating faculty are required to complete all components of the mandatory FRC training in order to receive DE approval.
11. This agreement also applies to faculty in the cosmetology department. Section 2.4. and 2.5 of the FA contract do not apply for work completed under this MoU.
12. The Curriculum Advisory Committee (CAC) has developed a task force whose members will provide support with completing Emergency DE Approval materials.

Faculty task force members who support this curriculum effort will be paid at the general stipend rate (Schedule 9 Step 9) for their hours worked. The Task Force consists of "Equity Experts," "Distance Education Experts," and "Accessibility Experts."

- a. Funding for the Equity Experts will be provided by HSI Federal grant funds.
  - b. Funding for the Distance Education Experts will be provided from general funds, and be limited to a maximum of 350 hours in total.
  - c. Funding for the Accessibility Expert will be provided by DSPS funding
13. Department Chair – Department chairs assisting in the preparation of DE addenda or transitioning curriculum online will receive the stipend rate of \$57.71 for time spent in these activities up to a maximum of 15% of the Spring 2020 Chair Stipend for that department. In case of a switch in the department chair, this additional chair stipend will be split according to work completed - as arranged by the two chairs.

Tentatively Agreed:



Cornelia Alsheimer-Barthel  
President, Faculty Association

October 7, 2020  
Date



Michael Shanahan  
Vice President, Human Resources

Oct 7, 2020  
Date






# SIGNED by Cornelia MoU on FALL FRC DE Training

Final Audit Report

2020-10-07

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