

MEMORANDUM OF UNDERSTANDING

Distance Education Training, Certification, Office Hours and Online Load

August 31, 2020 (Extension)

This Memorandum of Understanding (hereinafter "MOU") is entered into by and between the Victor Valley Community College District (hereinafter "District") and the Victor Valley College Faculty Association (hereinafter "Association").

WHEREAS, the bargaining representatives of the District and the Association have met in good faith and mutually agreed to re-negotiate the extension of Canvas Action Team training for faculty, due to expire July 31, 2020, and any other item relating to faculty training on the Canvas learning management system, as per the revised MOU dated May 16, 2019; in addition, extension for DEIC training, as per the MOU dated May 13, 2020, set to expire June 30, 2021.

NOW THEREFORE, the District and the Association have reached the following agreement:

1. **Timeline and Maintenance of the Learning Management System:**
 - a. The District will continue to maintain and to support Canvas.
 - b. The District will hire a full-time Distance Education Coordinator by October 31, 2020.
 - c. The District will provide Distance Education with a dedicated training space.
 - d. Beginning with the summer 2020 session, all online and hybrid courses must use VVC **Canvas** for primary contact with students.
2. **Canvas Action Team Trainers (hereafter "CAT"):**
 - a. CAT Trainers are defined as those full-time faculty who completed Canvas taught training at Victor Valley College on January 10 and 11, 2019.
 - b. CAT Trainers will be paid at their current hourly rate for conducting up to 12 hours of peer training workshops per semester and/or session between August 31, 2020, and August 13, 2021.
3. **Distance Education Certification Training and Compensation**
 - a. The District will provide appropriate distance education certification training for faculty who are not currently on the Certified DE Instructor List. Such training will be commensurate with the VVC Distance Education Instructor Certification (hereafter "DEIC") Guidelines outlined in the Academic Senate Policy and will take place during the summer 2020 session, the fall 2020 semester, winter 2021 session, spring 2021 semester and summer 2021 session.
 - b. Certification Trainers may include: Canvas Action Team Trainers (hereafter "CAT"). CAT Trainers are defined as those full-time faculty who completed Canvas- taught training at Victor Valley College on January 10 and 11, 2019, or those full-time WC faculty who can demonstrate verifiable evidence of Canvas proficiency and knowledge of DE teaching pedagogy and who are approved by the Distance Education Advisory Committee and the Office of Instruction.
 - c. For CAT trainers conducting Fall 2020 or Spring 2021 DEIC training, they shall be paid at their contractual hourly rate for up to 32 hours of DEIC training.
 - d. For Summer and/or Winter DEIC training, Distance Education Instructor Certification courses are the equivalent of a 2-unit course (32 hours) and will be considered a Summer or Winter course in terms of trainer workload and compensation.

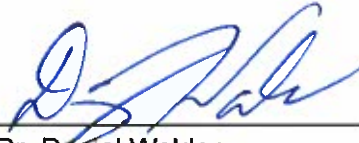
- e. For Summer or Winter sessions, Certification Trainers will be paid at 66% (.66) for up to 0.4 of their annual load, their current hourly rate (if they have used their 66% [.66] prior to Summer 2021), or any combination of load and hourly compensation contractually permitted (as per Article 8.D) for conducting up to 40 hours of DE Instructor Certification, per Distance Education Certification cohort, over Winter 2021 and/or Summer 2021, beginning June 2021, and ending August 2021 and as needed in the fall 2021 semester.
 - f. Certification Trainers shall be provided essential software and online tools to conduct training as requested before the first cohort begins in June 2020.
 - g. The District will provide a minimum of two (2) sessions of Canvas-based DE Instructor Certification training during Fall 2020 and Spring 2021. In consultation with CAT trainers, these Fall and Spring semester DE Instructor Certification training sessions can be in the sixteen (16) or eight (8) week formats.
 - h. The District will provide a minimum of two (2) four-week sessions of Canvas-based DE Instructor Certification training during Winter and Summer 2021. The number of full-time and/or adjunct faculty in each individual cohort will be limited to 30, and the number of cohorts will be determined by the number of available CAT trainers.
 - i. Full-time faculty who are not currently on Certified DE Instructor List will be given priority in registering for a cohort. If full-time faculty do not sign up, non-certified adjunct instructors may fill available seats.
 - j. Full-time faculty who complete the DE Certification training will be paid a one-time stipend of \$750.
 - k. Full-time faculty may also choose to obtain DE Certification training via @ONE or, with prior approval by the DEAC, another like-company at their own expense. Faculty choosing to be certified by this method will be paid a one-time \$750 stipend upon proof of successful completion of this training.
 - l. Successful completion of the DE Certification Training will allow the faculty member to be placed on the Certified DE Instructor list. If a faculty member does not pass, their placement on this list will be determined by the Office of Instruction.
 - m. Being placed on the Certified DE Instructor List does not guarantee an Online teaching assignment. Assignments are made via the WCFA contract and departmental policy.
4. Online Load (Replacing Article 13.C.3)
- a. Faculty may teach 100% of their annual load online. Additional online classes may be offered hourly.
 - b. 100% online load will be permitted for the duration of this MOU.
5. Office Hours (Replacing Article 13.E)
- a. Faculty will conduct online office hours (based on assigned load in accordance with the process in Article 12.D.2) in the contract. Office hours will be posted on the course site and/or in the syllabus and may be held via email, phone, or video-conferencing for the duration of this MOU.
6. New DE courses (Suspension Article 13.C.2)
- a. New DE courses created in summer 2020, fall 2020, Winter 2021 and Spring 2021 will be exempt from Article 13.C.2 and will not be required to submit their courses to the DEAC for approval prior to delivery.


This Memorandum of Understanding shall take effect August 31, 2020, and shall supersede the MOU regarding extending the Canvas Action Team training for faculty, due to expire July 31, 2020, and any other item relating to faculty training on the Canvas learning management system, as per the revised MOU dated May 16, 2019; in addition, extension for DEIC training, as per the MOU dated May 13, 2020, set to expire June 30, 2021.

The term of this agreement shall be August 31, 2020, until August 13, 2021. On or before its expiration, the District and the Association may mutually agree to extend or re-negotiate the terms of the MOU, otherwise the MOU will sunset on August 13, 2021.

VICTOR VALLEY COMMUNITY
COLLEGE DISTRICT

VICTOR VALLEY COLLEGE
FACULTY ASSOCIATION


Date: 8/31/20
Dr. Daniel Walden
Superintendent/President


Date: Aug 31, 2020
Michael Butros (Aug 31, 2020 14:51 PDT)
Michael Butros
VVCFA/President