

Memorandum of Understanding

Emergency Campus Closure- Conversion of Onsite Classes to Online

This Memorandum of Understanding 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 negotiated in good faith an Emergency Campus Closure and the Conversion of Onsite Classes to Online Classes.

As Victor Valley College is temporarily closed due to epidemic illness and to ensure faculty and student safety, and continuity of instruction and student success in face-to-face courses the District and the Association agree to the following:

1. There will be no change to faculty compensation and no mandatory additions to faculty workload.
2. Distance Education Courses will continue without interruption or change.
3. Currently certified DE full-time faculty (online and hybrid) will move their onsite (face-to-face) lecture-based courses (contractual load and hourly) to the online course management system for the duration of the college closure.
4. Full-time faculty not certified to teach online will be provided with the onsite, online, and/or streaming training necessary to facilitate the creation of Web-Enhanced classes.
5. All Full-time non-Distance Education faculty will be required to attend onsite training or engage in online or streaming training during the first week of campus closure. When training is onsite, the District will take appropriate sanitation precautions to ensure the safety of faculty.
6. Full-time faculty who are not certified to teach online will be provided with training and appropriate software to:
 - a. Create an online portal for their classes in Blackboard or Canvas
 - b. Create Web-Enhancements to their Onsite classes by posting lecture notes, handouts, tests and other materials into the online course portal to ensure that students keep up with course content until the college re-opens. for their lecture-based courses (contractual load and hourly). Testing and interactive activities can be postponed until the college reopens and face-to-face courses resume if the faculty member requires on-campus testing.
 - c. This training will only allow faculty to temporarily move portions of their onsite class online and will not constitute official online teaching certification.
7. The District will compensate trainers at their current hourly rate of pay for up to 12 hours of training per week.
8. The District will increase Help Desk support and hours to accommodate faculty and students who need support.
9. Full-time faculty instructing positive attendance, lab or other courses that require in-person participation will be provided the option of posting lecture notes, handouts, and other non-assignment materials online for students to keep up with course content until

the college re-opens. Testing, and interactive activities can be postponed until the college reopens. Faculty certified to teach online/hybrid can modify these courses to include testing and other activities not requiring in-person student attendance or participation. These faculty will be expected to make up the required participatory activities once the college reopens. In the case of performance-based classes (Theatre Arts, Art, Dance, Music) performances will be rescheduled if possible before the end of the semester or session. Athletic events based on classes will be rescheduled if possible before the end of the semester/session.

10. No full-time faculty member will be required to meet with their classes outside of the academic calendar, however, with mutual agreement between the Chief Instructional Officer and the faculty member, faculty may elect to add up to 5 days of instruction to the end of the semester to insure contact hours are met and course work is completed. Faculty who must meet with students outside the 175-day academic calendar will be compensated for 2 days per Article 10.E. The District will facilitate classroom space and both the District and individual faculty members will be responsible for contacting students with additional class(es) information.
11. In the case of epidemic illness where a full-time faculty member is teaching regular lecture classes and must self-quarantine (or is required to go into formal quarantine), if they are certified to teach online they can move face-to-face courses (contractual and hourly) to the online format for the duration of that quarantine period, or the end of the semester/session, whichever comes first.
12. In the case of epidemic illness where a full-time faculty member is teaching lab or positive attendance classes and must self-quarantine (or is required to go into formal quarantine) substitutes will be hired to cover any face-to-face meetings required by the parameters of the course/lab.

Once classes resume and the current Emergency Campus Closure is over:

- 1) The language in the MOU shall roll into Article 22 of the contract upon mutual agreement between the district and the association, ratification by faculty and the approval of the Board of Trustees, or
- 2) The district and the association will continue to negotiate Emergency Campus Closures.

VICTOR VALLEY COMMUNITY COLLEGE
DISTRICT

VICTOR VALLEY COLLEGE FACULTY
ASSOCIATION


Date 3/17/20
Daniel Walden, Superintendent/President


Date 3/17/2020
Michael Butros, VVCFA President