



MOU Between the
MiraCosta Community College District &
MiraCosta Community College District – Faculty Assembly
22-05

This Memorandum of Understanding (“MOU”) is entered into by and between the MiraCosta Community College District (hereinafter referred to as “District”) and the MiraCosta College Faculty Assembly (hereinafter referred to as “Assembly”) (hereinafter collectively referred to as the “Parties”), and is expressly made pursuant to the Educational Employment Relations Act and the current Collective Bargaining Agreement (“CBA”).

This MOU between the Parties is not intended to change the terms of the current CBA but is instead a one-time, non-precedent setting agreement that may not be used as the basis of a past practice by either party.

TERMS

1. During the Spring 2023 semester, the District agrees to modify faculty workloads as follows:
 - a. Non-classroom Faculty: In accordance with section C.2.5, non-classroom faculty are required to work thirty (30) hours per week on campus. During the Spring 2023 semester, at a faculty member’s request the appropriate dean may authorize non-classroom faculty to work up to fifteen (15) hours remotely from the thirty (30) hours on campus requirement. The hours approved to work remotely may consist of student contact and/or preparation hours. The District maintains its right to assign non-classroom faculty based on the needs of students, the department, and best interests of the program, in all cases except as those agreed to in this MOU and other applicable contractual agreements.
 - b. Classroom Faculty:
 - i. In accordance with section C.13.3, classroom faculty members shall teach at least one sixteen (16) week class section, or two consecutive eight (8) week class sections, per semester “on-ground,” unless an exception is approved by the appropriate vice president. For purposes of this MOU, “on-ground” hours are defined as equivalent to the average LHE course offering in the faculty member’s home department. Faculty must follow the prescribed time blocks in scheduling on-ground, online Zoom or hybrid courses. The chart below is representative of the expected on-ground LHE / contact hour minimums:

Avg LHE per course	On-ground Lecture per week	Hybrid Lecture per week	Hybrid Lecture Lab per week
3 (or less)	1 section, 3 units, totaling 2:50	2 sections, each 1:20	Either lecture hours or lab equal to or greater than 2:50 contact hours (3 LHE)
4	1 section , 4 units, totaling 3:50	2 sections, each 1:50	Either lecture hours or lab equal to or greater than 3:50 contact hours (4 LHE)
5 or higher	1 section , 5 units, totaling 4:50	1-3 sections, equal to or greater than 4:50 contact hours (5 LHE)	Either lecture hours or lab equal to or greater than 4:50 contact hours (5 LHE)

The District maintains its right to assign classroom faculty based on the needs of students, the department, and best interests of the program, in all cases except as those agreed to in this MOU and other applicable contractual agreements.

2. The District shall loan faculty members equipment necessary for remote work, such as computers, headsets, webcams, etc. Faculty members must submit an equipment request form to request any such equipment. To the extent that equipment is unavailable for loan to faculty, due to budget constraints or equipment shortages, the District shall provide faculty members with a safe place to work on campus.
3. Faculty members maintain Academic Freedom in decision-making related to the content of courses they teach, including the determination of course content provided synchronously and asynchronously. Faculty members understand that they must adhere to the scheduled delivery method as identified in the schedule of classes (i.e., online, hybrid, or on-ground).
4. The District will follow all state and local protocols to maintain a safe working environment for faculty.

Training

5. The District shall provide distance education support and training to faculty during the Spring 2023 semester.
 - a. A workgroup consisting of the Director of Online Education, Teaching and Learning Center Coordinator, and Vice President, Instructional Services will be established by this agreement (“Workgroup”).
 - b. The Workgroup shall be responsible for identifying appropriate faculty peer mentors for Spring 2023, as specified below.

- c. **Spring 2023 Peer Mentors:** During the Spring 2023 semester, the District shall provide up to 400 hours in compensation for selected peer mentors to support faculty with distance education courses. The selection of peer mentors must be from a wide range of disciplines. Consideration should be given to faculty with online expertise and experience working collegially with their peers. Peer mentors may assist with the following:
- i. Providing mentoring and/or professional learning to faculty assigned to teach in a particular modality who have limited or no previous experience teaching in that modality;
 - ii. Providing mentoring and/or professional learning to faculty who are making changes to the design and/or instruction of any distance education course section with the intent of improving student access, equity, and/or success, including adopting/adapting Open Educational Resources and/or other Zero Textbook Cost course materials.
 - iii. Providing mentoring and/or professional learning to faculty participating in data coaching programs who identify a need for improvements to distance education course section equity data;
 - iv. Developing and providing a process for Voluntary Review Of Online Materials (VROOM) for any faculty member wishing to receive expert assistance reviewing and aligning a distance education course section with the requirements of the MiraCosta Online Class Quality Guidelines; and/or
 - v. Developing and leading in-depth online education-related professional learning experiences for faculty (institutes, multi-week online courses, communities of practice, action research projects, etc.).
- d. If the peer mentors have additional capacity, in consultation with the Workgroup overseeing the peer mentor program, they may provide other forms of consultation and support to faculty on matters related to online teaching.
- e. Peer mentors shall report the time they spend working with faculty, and the type of support provided monthly, to the Faculty Director, Online Education. Payment for faculty mentors will be coordinated through the Office of Instruction.
- f. Faculty who receive online mentor support shall be invited to provide anonymous feedback each term. While this data will help gauge the impact and effectiveness of the program, this data shall not be used for the purpose of individual faculty evaluation. The Academic Senate, Online Education, PDP, C3 Teaching and Learning Center, Department Chairs, and Office of Instruction shall inform all faculty of the availability online mentoring program to encourage faculty to avail themselves of the support of the online mentors.
- g. Information, data, and support provided in the context of peer mentoring shall not be used for the purpose of individual faculty evaluation for those faculty involved.

Miscellaneous Provisions

6. All other terms and conditions of work shall be conducted in accordance with the current CBA.

