

MEMORANDUM OF UNDERSTANDING
between
Allan Hancock Joint Community College District
and
Faculty Association of Allan Hancock College

The parties to this Memorandum of Understanding are the Allan Hancock Joint Community College District ("the District") and the Faculty Association of Allan Hancock College ("Faculty Association").

WHEREAS the District and Faculty Association have expressed a mutual interest in making additional remote instructional and service modalities available for scheduling; and

WHEREAS scheduling for faculty is addressed in Article 16.2.2 and 16.13.2 of the CBA; and

WHEREAS District rights and responsibilities are addressed in Article 5.1.2 of the CBA,

THEREFORE, BE IT RESOLVED, that the District and the Faculty Association agree to the following:

1. For the duration of this agreement, Article 16 is amended to include the following definitions of schedulable modalities:
 - a. **Face-to-Face:** For both service and instructional faculty, the in-person, line of sight delivery of instruction or service in which both the provider and receiver are in the same location.
 - i. Evaluation: Using currently available assessment tools for this modality
 - b. **Asynchronous Online:** The delivery of instruction, through an approved technology, in which there are no expectations of specific meeting times, while maintaining the academic calendar and providing regular and substantive contact between students and faculty.
 - i. Evaluation: Using currently available assessment tools for DE modality
 - c. **Synchronous Online:** The delivery of service or instruction, through an approved technology, in which there is an expectation of specific, scheduled meeting times.
 - i. Evaluation: Using currently available assessment tools for DE modality
 - d. **Partially Online (Hybrid):** The delivery of instruction in which both Face-to-Face and Asynchronous Online modalities are employed as scheduled components of the assignment.
 - i. Evaluation: Using currently available assessment tools for DE modality*

* Based on the State's definition of any course with a DE component as a DE class

2. As the required training for DE instruction is voluntary, no faculty can be compelled to instruct or provide service in a DE modality.
3. For the duration of this MOU, when scheduling in accordance with Article 16.2.2b, remote service modalities shall be in two (2)-hour blocks.
4. The location from which remote work and office hours are provided remain at the faculty member's discretion.
5. The District and Faculty Association agree to continue the negotiation of the working conditions for the additional modalities described in the document provided by Academic Senate (see attached) during the 2023-2024 academic year.

Duration of Agreement: This agreement shall remain in effect through May 24, 2024 or upon inclusion in the collective bargaining agreement upon the commencement of successor agreement negotiation, whichever comes first. This agreement does not establish precedent for either party.

**For the Faculty
Association**

Roger Hall

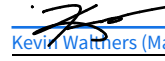
[Roger Hall \(May 17, 2023 16:35 PDT\)](#)

Roger Hall
President

May 17, 2023

Date

For the District



[Kevin Walthers \(May 17, 2023 18:13 PDT\)](#)

Kevin G. Walthers
Superintendent/President

May 17, 2023

Date

DE Modalities Descriptions Instructional and Service

<i>Instruction</i>	<i>Service</i>
<p>Fully Online [FO]:</p> <ol style="list-style-type: none"> 1. Online (asynchronous) [ON] <ul style="list-style-type: none"> • <i>Instruction involving regular and effective online interaction that takes place asynchronously and the delivery of information, online materials and activities is done primarily (or almost exclusively) through the college's learning management system (e.g., Canvas).</i> 2. Online Live (DE synchronous) [OL] <ul style="list-style-type: none"> • <i>Instruction involving online interaction that takes place synchronously, and the delivery of information and activities is done primarily through the college's approved videoconferencing software (e.g., Zoom).</i> • <i>All the approved contact hours are completed synchronously, as described above.</i> • <i>The colleges' learning management system can be used to support and supplement synchronous meetings, and as a tool to deliver course materials.</i> • <i>The expectation is that the students will be able to meet with the instructor remotely at the designated dates and time.</i> • <i>The dates and times for those meetings will be posted in the Class Schedule in the same manner as it is done in onsite classes.</i> 3. Emergency Remote Teaching (DE synchronous –same as Online Live but only implemented during an identified emergency) [ERT] <ul style="list-style-type: none"> • <i>Instruction that is delivered in the same way as Online Live, but it is scheduled only during emergencies that prevent face-to-face instruction and is offered as a substitute for onsite classes.</i> 	<p>Fully Online:</p> <ol style="list-style-type: none"> 1. Asynchronous <ol style="list-style-type: none"> a. <i>Email</i> b. <i>Text</i> <ul style="list-style-type: none"> • <i>Effective online student developmental interaction that takes place asynchronously based on student's individual needs including, but not limited to holistic student evaluation such as external course/transcript evaluations, probation statuses, and academic progress to completion, Student Educational Plan (SEP) updates, delivery of information, online materials, and activities.</i> 2. Synchronous <ol style="list-style-type: none"> a. <i>Video</i> b. <i>Phone Call</i> c. <i>Live Chat</i> d. <i>Live Text</i> e. <i>Live Email</i> <ul style="list-style-type: none"> • <i>Student developmental Instruction including, but not limited to appointments, drop-ins, and workshops, occurring in a fully remote, online environment, utilizing college-approved software (i.e., Zoom, etc.). Students, while being remote, may book a live appointment, call in by phone or engage via live chat or live text.</i>

Partially Online: (Hybrid) [PO]:

1. Hybrid Online (synchronous/asynchronous) [H]

- a. Onsite (synchronous)
- b. Online (asynchronous)

- *Instruction involving both onsite (face-to-face) instruction for some portion of the approved contact hours, as well as regular and effective online interaction for the remaining of the approved contact hours that takes place asynchronously and is supported by materials and activities delivered in person and online primarily through the college's learning management system (e.g., Canvas).*

2. Hybrid Online Live (DE synchronous) [HL]

- a. Onsite (synchronous)
- b. Online Live (synchronous)

- *Instruction involving both onsite (face-to-face) instruction for some portion of the approved contact hours, as well as instruction involving synchronous online interaction for the remaining of the approved contact hours that is delivered primarily through the college's approved videoconferencing software (e.g., Zoom).*
- *The colleges' learning management system can be used to support and supplement onsite and online synchronous meetings, and as a tool to deliver course materials, but is not as a replacement for the course's approved contact hours.*
- *The expectation is that the students will be able to meet with the instructor either face-to-face or remotely at the designated dates and times. The dates and times for those meetings will be posted in the Class Schedule in the same manner as it is done for onsite classes.*
- *The instructor decides -either on their own or in consultation with students—when and which students complete the courses' approved contact hours in-person or remotely.*
- *The assumption is that students will know at the beginning of the term when they are expected to attend in any given modality for the entire semester, which is the reason this form of often referred as 'structured.'*

Partially Online (Hybrid)

1. Hybrid (synchronous/asynchronous)

- *Synchronous instruction with asynchronous student developmental preparation and/or support/follow-up. For example, email follow-up including learning materials supporting a synchronous interaction such as a phone call, workshop, or appointment.*
- *This also occurs via online activities in preparation of an upcoming/scheduled synchronous interaction such as, but not limited to the use of Career Assessments, DegreeWorks (DW) Plans, DW Audits, etc.*

2. Flexible Hybrid Online Live (DE synchronous)

- a. Onsite (synchronous)
- b. Online Live (synchronous)

- *Instruction (e.g., workshops) involving both onsite (face-to-face) instruction, as well as instruction involving synchronous online interaction delivered primarily through the college's approved videoconferencing software (e.g., Zoom).*
- *The student decides whether they will participate onsite, remotely, or as a combination of the two in the manner they consider best or more appropriate*

3. **Flexible Hybrid Online Live (DE synchronous) [FH]***

- a. Onsite (synchronous)
- b. Online Live (synchronous)

- *Instruction involving both onsite (face-to-face) instruction, as well as instruction involving synchronous online interaction delivered primarily through the college's approved videoconferencing software (e.g., Zoom).*
- *The student decides whether they will complete the approved contact hours for the course onsite, remotely, or as a combination of the two in the manner they consider best or more appropriate.*
- *Students, however, may be required to attend in-person for onsite proctored assessments.*
- *The colleges' learning management system can be used to support and supplement onsite and online synchronous meetings, and as a tool to deliver course materials, but is not as a replacement for the course's approved contact hours.*
- *The expectation is that the students will be able to meet with the instructor either face-to-face or remotely at the designated dates and times. The dates and times for those meetings will be posted in the Class Schedule in the same manner as it is done for onsite classes.*

4. **HyFlex (synchronous/asynchronous) [HF]***

- a. Onsite (synchronous)
- b. Online Live (synchronous)
- c. Online (asynchronous)

- *Instruction involving onsite (face-to-face) instruction, synchronous online interaction delivered primarily through the college's approved videoconferencing software (e.g., Zoom), and asynchronous delivery of instruction through the college's learning management system (e.g., Canvas).*
- *The student decides whether they will complete the approved contact hours in one or more of these three delivery modalities.*
- *All instruction and assessments are available both in-person and remotely.*
- *The dates and times for the onsite and remote synchronous meetings will be posted in the Class Schedule in the same manner as it is done for onsite classes.*

Online with In-Person Proctored Assessment [OPA]:

- *Instruction involving regular and effective online interaction in which all instruction takes place synchronously or asynchronously and is supported by online materials and activities delivered through the college's learning management system, with in-person proctored assessments.*
- *All assessments are offered at approved locations proximal to the student and over a designated range of dates and times. No activities or assessments may be scheduled at a designated time or location.]*

** Student chooses the modality or modalities through which they receive instruction, with the ability to alternate modalities at their discretion, or select one of them for the entire term.*