

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 has declared an emergency in response to the COVID-19 outbreak; and

WHEREAS the District and Faculty Association have expressed a mutual interest in finding a solution to the impact on the fall 2020 term caused by the COVID-19 outbreak,

NOW, THEREFORE, in consideration of the mutual promises, conditions, and representations contained herein, the parties agree as follows:

Due to the dramatic change in delivery modalities and general disruption of a "traditional" semester,

- Evaluation of tenured faculty will be postponed until the fall of 2021, at which time all missed evaluations will be conducted.
- An alternate process for the evaluation of probationary faculty during the fall of 2020 is outlined in this MOU.
- Only those changes noted are to be made; all other procedures and timelines outlined in the contract are to be followed.

This agreement is for the evaluation of full-time faculty in the fall of 2020 only.

None of these considerations shall be considered precedent-setting.

For the Faculty Association


Roger Hall (Nov 10, 2020 15:20 PST)

Roger Hall
President

Nov 10, 2020

Date

For the District


Kevin Walthers (Nov 10, 2020 15:53 PST)

Kevin G. Walthers
Superintendent/President

Nov 10, 2020

Date

Changes to Article 17 for Evaluation of Full Time Faculty During the Declared Covid-19 Emergency

17.1 Definitions

Change “Evaluation Forms” refer to evaluation forms mutually agreed upon between the District and the Faculty Association to be used in the evaluation of a bargaining unit member and placed in the appendix. The District shall post all evaluation forms on the district online management system

TO “Evaluation Forms” refer to the emergency evaluation forms mutually agreed upon per MOU (dated November 9, 2020) between the District and the Faculty Association to be used in the evaluation of a bargaining unit member. The District shall post all evaluation forms on the district online management system

Requires the use of the “emergency” process forms.

17.2 Purpose and intent

Change 17.2.1.1 Tenured Faculty: The primary purpose of the regular evaluation for tenured faculty is to provide feedback for the member to consider for personal and professional growth.

TO 17.2.1 Tenured faculty will not be reviewed during the fall of 2020. Evaluations will be rescheduled beginning the fall of 2021.

Removes the responsibility during the declared emergency.

17.4 Evaluation of Instructional Assignments

Change 17.4.1 Tenured faculty shall select at least one class per prep (regular load and overload) to be evaluated.

TO 17.4.1 Tenured faculty will not be reviewed during the fall of 2020. Evaluations will be rescheduled beginning the fall of 2021.

Removes the responsibility during the declared emergency.

17.6 Frequency of Evaluations

Change 17.6.5 A bargaining unit member who teaches or provides service in a discipline outside their primary assignment shall be evaluated using the off-cycle process during the first semester of the new assignment, after which evaluations will continue in conjunction with the employee’s regular assignment evaluation cycle.

TO 17.6.5 A bargaining unit member who teaches or provides service in a discipline outside their primary assignment shall be evaluated using the current Covid-19 emergency process during the first semester of the new assignment, after which evaluations will continue in conjunction with the employee’s regular assignment evaluation cycle.

Removes the special “off cycle process” process and makes the “emergency” process the only process.

17.8 Training for Evaluators

Change 17.8.1 The Faculty Association and Academic Senate shall jointly develop and provide training in evaluation techniques including how to conduct class/worksite observations, interpreting student feedback, assessing student learning outcomes, and administering Small Group Instructional Diagnoses (SGIDs).

17.8.2 The District shall provide training in evaluation techniques for supervisors of evaluation teams.

To 17.8.1 The Faculty association and District will collaborate in training evaluation team members (including supervisors) in evaluation techniques including how to conduct class/worksite observations and interpreting student and colleague feedback.

Removes the “separate” training in an attempt to avoid confusion.

PORTFOLIO PROCESS

17.10 Process

Change 17.10.2.1 Probationary/Temporary Faculty: The probationary bargaining unit member shall be evaluated using student feedback forms and the SGID process, classroom observations, colleague feedback, and the self-evaluation packet.

To 17.10.2.1 Probationary/Temporary Faculty: The probationary bargaining unit member shall be evaluated using student feedback forms, classroom observations, colleague feedback, supervisor feedback form and the self-evaluation packet including the required portfolio.

Change 17.10.2.2 Regular Faculty: Regular faculty shall be evaluated using student feedback (or the bargaining unit member may request an SGID in place of the student feedback), and colleague feedback.

To 17.10.2.2 Tenured faculty will not be reviewed during the fall of 2020. Evaluations will be rescheduled beginning the fall of 2021.

Removes the SGID from the “emergency” process and removes the responsibility for tenured faculty during the declared emergency.

17.10 Process

Change 17.10.1 Notification: Prior to the end of the first (1st) week of the semester the supervisor shall notify the bargaining unit member of their pending evaluation in writing specifying the evaluation process and timeline.

To 17.10.1 Notification: On November 10, 2020 the supervisor shall notify the bargaining unit member of their pending evaluation in writing specifying the evaluation process and timeline.

Allows for new timeline.

Change 17.10.3 Observation and Feedback Reports: Between the first day of the tenth (10th) week and the last day of the twelfth (12th) week of the semester, the evaluation team shall conduct worksite observations and/or distribute and collect the colleague feedback forms and student feedback forms.

To 17.10.3 Observation and Feedback Reports: Between November 17, 2020 and December 3, 2020, the evaluation team shall conduct worksite observations and/or distribute and collect the colleague feedback forms and student feedback forms.

Changes dates to meet new calendar

Change 17.10.3.1 Self Evaluation (Probationary Faculty Only): Prior to the end of the twelfth (12th) week of the semester, the bargaining unit member shall submit the self-evaluation packet to the supervisor

To 17.10.3.1 Self Evaluation (Probationary Faculty Only): By the end of business on Friday, January 22, 2021, the bargaining unit member shall submit the self-evaluation packet to the supervisor

Changes dates to meet new calendar.

Change 17.10.3.2 For distance learning classes, at the end of the twelfth (12th) week of the semester, the supervisor shall request the results from the student feedback forms.

To 17.10.3.2 For distance learning classes, at the end of the sixteenth (16th) week of the semester, the supervisor shall request the results from the student feedback forms.

Changes dates to meet new calendar.

Change 17.10.4 Consensus Meeting: Prior to the end of the fourteenth (14th) week, the evaluation team shall meet to review all documents and prepare the Evaluation Report.

To 17.10.4 Consensus Meeting: Prior to January 29, 2021, the evaluation team shall meet to review all documents and prepare the Evaluation Report.

Changes dates to meet new calendar.

Change 17.10.6 Final Meeting: Prior to the end of the sixteenth (16th) week of the semester, the team shall meet with the bargaining unit member to review the Evaluation Report and its findings and recommendation. The bargaining unit member shall be provided a copy of the report.

To 17.10.6 Final Meeting: By the end of business on Friday, January 29, 2021, the team shall meet with the bargaining unit member to review the Evaluation Report and its findings and recommendation. The bargaining unit member shall be provided a copy of the report.

Changes dates to meet new calendar.

17.11 Classroom/Worksite Observations

- Per 17.11.1.2 The observation is of *that day's class* therefore in an online modality the observer may have access to any materials available to the students on that day, at that time.
- Worksite/classroom observation forms may continue to be used for all classroom/worksite observations.

Change 17.11.1.6 All classroom/worksite/SGID evaluation forms shall be submitted to the supervisor no later than the end of the thirteenth (13th) week of the semester.

To 17.11.1.6 All classroom/worksite evaluation forms shall be submitted to the supervisor no later than the end of business on December 4, 2020.

Eliminates the SGID and changes dates to meet new calendar.

17.12 Student/Client Feedback

Change 17.12.2 For probationary faculty, at least one feedback evaluation shall be completed via the SGID method.

TO 17.12.2 For probationary faculty, at least one feedback evaluation shall be supported by the requested portfolio.

Eliminates the SGID.

- Change** 17.12.4 Except where otherwise specified, team members shall administer the student survey process and, when appropriate, conduct student SGID's.
- TO** 17.12.4 Except where otherwise specified, team members shall administer the student survey process.
- Strike** ~~17.12.7 Within seven (7) days from date of distribution, the person being evaluated shall submit, in writing, a response to the student feedback and SGID reports to the evaluation team members.~~

Eliminates the SGID and changes dates to meet new calendar.

- Change** 17.12.8 Any reference to student feedback in the final written evaluation shall be based upon information gathered from the student feedback forms, a substantiated complaint and/or the SGID(s).
- TO** 17.12.8 Any reference to student feedback in the final written evaluation shall be based upon information gathered from the student feedback forms or a substantiated complaint.

Eliminates the SGID.

Add the Supervisor Feedback Form

The supervisor feedback form will be used to document specific feedback from the faculty member's supervisor.

Information from the supervisor feedback form will be included in the evaluation report.

Adds the supervisor feedback form and process.

17.16 Off Cycle Evaluations

- Change** 17.16.3 The evaluation process/timelines as outlined in this article for periodic evaluations shall be followed in the off-cycle evaluation, except that feedback forms and SGID shall be limited to address only the areas noted for review.
- TO** 17.16.3 The evaluation process/timelines as outlined in this article for periodic evaluations shall be followed in the off-cycle evaluation, except that feedback forms shall be limited to address only the areas noted for review.

Eliminates the SGID.

In Addition:

- Only those changes noted are to be made; all other procedures and timelines outlined in the contract are to be followed.

- Forms not replaced here will continue to be used.
- All forms must be online-compatible.
- We agree unsubstantiated or anonymous feedback cannot be accepted per contract.

MOU ERT evaluations F2020

Final Audit Report

2020-11-10

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