

**AMERICAN FEDERATION OF TEACHERS LOCAL 1828
AND THE VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
SIDE-LETTER REGARDING DISTANCE EDUCATION RECERTIFICATION
AMENDED
May 23, 2025**

This side-letter agreement is between the American Federation of Teachers Local 1828 (“the Federation”) and the Ventura County Community College District (“the District”). This side letter supersedes the one dated September 9, 2023. As pertains to Section 23.4.D of the VCCCD/AFT1828 2022-2025 CBA, it is agreed that the district shall implement the following:

A. All three Academic Senates shall be provided the DE recertification curriculum for review and approval by March 29, 2024.

- As to not further delay the development of a reasonable DE recertification training curriculum, the District and its campus administrators supervising the Instructional Technologist/Designers, and in consultation with Academic Senates (or through one of their subcommittees), **shall develop recertification curriculum no later than March 29, 2024**, fulfilling its obligation to provide training in instructional technology outlined in Section 23.4.C.
 - As it pertains to Section 23.4.A, the District recognizes that the Academic Senate/Curriculum Committees may have been incorrectly identified in the CBA as the committee directly involved with the approval of DE certification standards. As such, the Academic Senates at each college shall assume the charge of the review and recommendation of DE standards for recertification or shall designate the charge to an Academic Senate standing committee.
 - As it pertains to Section 23.3.C., each Academic Senate, or their designated committee, shall review the recertification curriculum to ensure it addresses the agreed upon DE standards identified for recertification to teach DE.
 - The vetting and finalization of the DE recertification curriculum **shall be completed by May 3, 2024.**

B. All three Academic Senates shall work with the instructional technologists in consultation to create an equitable, realistic equivalency and appeals process that is consistent and comparable across the district.

- In order to fulfill Section 23.4.D.(4)b and Section 23.4.D.(5)b of the VCCCD/AFT1828 2022-2025 CBA, the Academic Senate, or its designated committee, in consultation with the District, campus administrators supervising the instructional technologist/designers, shall establish a process for determining how to evaluate DE training programs from other community colleges/universities in order to establish processes for equivalency and appeals for VCCCD DE certification and/or recertification purposes.
 - In support of this work, the District, in collaboration with the three Academic Senates and administrators supervising the instructional technologist/designers, shall convene a districtwide meeting **prior to October 1, 2024**, to discuss such process.
 - The Academic Senate Presidents shall identify three (3) faculty representatives from each college, and the District shall identify one (1) administrative representative from each college and from the District, and one (1) instructional technologist/designer (to represent all three colleges) to participate in this meeting.
 - This district-wide meeting may take place as part of existing events such as at designated committee meetings.
 - As a part of their work, the committee shall establish two comparable and equivalent appeals processes:
 - an appeal process for unfair implementation of the curriculum and its objectives and/or grading in certification and recertification courses
 - an appeal for equivalency determinations
 - Until the district wide committee creates an approved process, each Academic Senate shall identify a committee comprised of two (2) certified POCR reviewers and one (1) instructional designer/technologist. The committee will design a rubric to evaluate all appeals to ensure appeals are accessed and managed fairly.
- To initiate a written appeal, faculty shall contact via email the president of their local Academic Senate and copy to the Grievance Chair of AFT 1828. The written appeal must be submitted within fifteen-working days after receiving notice of a failed DE certification/recertification, or denial for equivalency.

C. Remove the date of the DE recertification deadline.

- As it pertains to Section 23.4.D.(5) of the VCCCD/AFT1828 2022-2025 CBA, the District shall continue to not enforce the recertification requirements delineated in the aforementioned section of the contract during the 2024-25 academic year. Said provision will be enforced for distance education assignments **the first day of Spring 2026**.
- As the schedule development process for Spring 2026 is typically scheduled to begin in September and January, courses requiring DE certified faculty members can be allocated to faculty members who indicate an intent to complete the recertification process prior to January 9, 2026, or the first day of their scheduled course. These faculty members will agree to be (1) enrolled in a recertification course prior to September 30, 2025 and (2) successfully complete the recertification course by January 9, 2026, or the first day of their scheduled course, in order to retain their DE teaching assignment. If these conditions are not met, the faculty member shall be reassigned to a non-DE teaching assignment, to meet

their PAL or FT contract load. In order to have a complete contract assignment, contract faculty member shall retain their ability to bump non-contract faculty members only if necessary.

- If the DE recertification curriculum is not completed and approved by May 16, 2024 (as proposed in Request A above), the District shall engage AFT to negotiate a new start date for the enforcement of DE recertification requirements identified in Section 23.4.D.(5).

AGREED TO this 23rd day of May 2025 by the Federation and the District.


Teresa Bonham (May 23, 2025 10:57 PDT)

Teresa Bonham
Co-Chief Negotiator, AFT


Nathan Cole (May 23, 2025 11:49 PDT)

Nathan Cole
Co-Chief Negotiator, AFT



Laura L. Barroso, Vice Chancellor
Ventura County Community College District

AFT DE Side-Letter 5.23.25 for signature

Final Audit Report

2025-05-23

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