

Memorandum of Understanding (MOU)  
between  
The Ventura County Community College District (VCCCD)  
and  
Local 1828 of the American Federation of Teachers (AFT)  
regarding  
Training in Response to the COVID-19 Health Crisis

**May 6, 2020**

***Note: This MOU replaces the revised MOU dated April 9,  
2020***

The District and AFT jointly support the actions described below in order to support Faculty who choose to provide virtual instruction, counseling, and library support:

- 1) Pay faculty for up to five (5) hours of District offered CANVAS training to support faculty in using this technology to provide virtual instruction and support.
- 2) As a result of the COVID-19 pandemic, the parties agree to pay faculty to participate in the 10 hour Distance Education (DE) Certification Training. The District and Faculty represented by AFT can better serve students by increasing the number of DE certified instructors to be available to teach online.
- 3) While undergoing the specified number of hours of (1) CANVAS training or (2) DE Certification Training described above, faculty members shall be paid at their respective "contractual hourly rate" as listed on the table found in 3.4.B.(1) of the extended July 1, 2016 through June 30, 2019, Memorandum of Agreement between the parties.

3 (a) Pay faculty for five (5) hours of Canvas Re-Certification Eligibility: Canvas DE certified but did not teach DE classes in the previous 3 semesters. Must have taught DE classes within the past 6 semesters. If not, faculty will need to take full DE Certification listed in (2) instead of Re-Certification. If faculty has not taught DE classes in the last 4 semesters and believes it is necessary to receive full DE Certification instead of Canvas Re-Certification this will be granted. Note: Hours paid for Canvas Re-Certification are in addition to any hours taken for other Canvas training listed in (1).

- 4) Faculty who have been fully certified to act as CANVAS Instructors/Mentors or Faculty who, in the estimation of District or respective College are known to be sufficiently proficient in the use/application of CANVAS to train/assist others AND who are assigned by Supervision/Management of the District/College to provide CANVAS instruction/mentorship in furtherance of this program response to the COVID-19 pandemic, shall be paid at their respective "contractual hourly rate" as listed on the table found in 3.4.B.(1) of the extended July 1, 2016 through June 30, 2019, Memorandum of Agreement between the parties for the hours so assigned and engaged.


4 (a) Faculty members may consult with their department and Dean to identify needed development of shared instructional materials to help all faculty teaching the same course. Examples may include the development of modules by instructors that requires videos and virtual skill testing that can be shared with other faculty within the same discipline. This requires a proposal by a faculty member to develop a module(s) that meets an identified need in collaboration and with support of the Department Chair and Dean. This proposal must be approved by the VP of Academic Affairs at each campus. The number of hours for faculty pay for designing this module (and the release of all proprietary rights) will be assigned by the VP of Academic affairs as part of DE mentoring. This in not available for faculty who are developing instructional materials for only their use in their courses.

- 5) Faculty members shall submit in writing (preferably via email) to their immediate supervisor (who will process for payment) attesting to the hours spent either:
- a. Providing CANVAS training/mentoring/assistance and/or;
  - b. Receiving CANVAS training *and/or DE Certification Training as described in numbers (1) and (2) above.*
- 6) Hours associated with this MOU shall not be counted toward or against any Faculty member's "Previously Assigned Load" (PAL) or maximum load OR any hourly maximum or minimum set forth in Article 23 of the extended July 1, 2016 through June 30, 2019, Memorandum of Agreement between the parties.

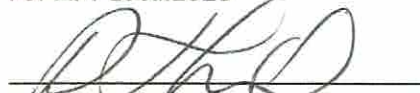
This Agreement is temporary in nature and is entered into in order to address issues related to the current coronavirus pandemic. This Agreement is not precedent setting and both parties agree that it has no impact on the current impasse (Case No. LA-IM-4041-E) that was certified to Fact-Finding on March 20, 2020. This Agreement commences on March 9, 2020 and continues and through May 14, 2020. Both parties have agreed to extend this revised MOU until August 14, 2020.

Agreed to this 8 day of May 2020 by:

For the District:

  
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Greg Gillespie, Chancellor

For AFT Local1828

  
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Doug Thiel, President