



WAUBONSEE

COMMUNITY COLLEGE

In light of the COVID-19 Coronavirus pandemic and the resulting change of all spring 2020 courses to an online or remote delivery modality, the following Memoranda of Agreement have been established between the Board of Waubonsee Community College (Community College District #516) and the Waubonsee Community College Faculty Council Local #604:

Memorandum of Agreement-- Overload (Article V. A. 5.)

For the Spring 2020 semester, faculty whose classes were canceled as a result of the pandemic and who cannot substitute an assignment necessary to complete a full load will not be required to forfeit the prior semester's (fall 2019) overload amount.

Memorandum of Agreement—Class Size (Article VII. C.)

Although the annual class size meeting was scheduled to take place in April, under the current circumstances, we agree not to hold the meeting this year. No changes or exceptions are being made for the current or upcoming academic school year. Information on student retention data can be shared electronically but since no changes are planned, no discussion is needed.

Memorandum of Agreement—Technology Stipend

For the period of March 23, 2020 through May 15, 2020, full-time faculty, including librarians and counselors, will receive a stipend of \$30 per month to cover use of personal technology (phone, computer, internet, etc.) while required to work from home during the spring 2020 semester.

Memorandum of Agreement—Evaluation of Non-Tenured Faculty (Appendix B. Tenure. E.)

The sudden transition to online or remote delivery for the remainder of spring semester resulted in a number of non-tenured faculty unable to complete all of the elements of the tenure evaluation process in the usual fashion. In addition, while some non-tenured faculty had completed classroom observations and end-of-year meetings with administrators, none of the faculty have been able to collect formal student evaluations for their spring 2020 courses given the current practice of using paper (hard copy) evaluation forms. Thus, in order to remain on track under the timeline of the probationary period and to be eligible to be considered for tenure recommendation, tenure-track faculty will need to participate in the AEFIS pilot project (as detailed in the Memorandum of Agreement-- Formal Student Evaluations below) in order to gather student evaluations for each face-to-face course the non-tenured faculty member taught in spring 2020. Non-tenured faculty who were already teaching online courses will use the online instrument already in place that has been used for online student evaluations. In addition, those faculty who have other elements of the tenure evaluation process not completed for the spring 2020 semester (or the 2019-2020 academic year) may work to schedule the remaining elements

with the appropriate supervisors. If other elements of the tenure process (aside from student evaluations) are not, or cannot, be completed by the end of spring 2020 semester, those elements must be made up by the end of the next academic year in order to remain on track under the timeline of the probationary period. In order to be considered for tenure recommendation, each non-tenured faculty member must complete all elements of the tenure process, with no reduction in the total number of evaluation elements that currently comprise the tenure evaluation process.

The MOA below provides context and was signed in late March. This MOA applies to all full-time faculty:

Memorandum of Agreement-- Formal Student Evaluations (Article VII. L.; Appendix C, Duties and Responsibilities of Faculty, Responsibilities to Students)

Except as noted below, faculty will not be required to conduct student evaluations of classroom instruction for each course section during the spring 2020 semester, since the majority of student evaluations are conducted through a manual paper process. Those faculty who were already teaching an online course at the start of the semester, however, will use the online instrument already in place that has been used for online student evaluations. In addition, those faculty who are currently involved in the AEFIS pilot for student evaluations are encouraged to continue their participation in this pilot since it is based on the use of an online instrument. Other faculty may choose to join the pilot project in order to conduct formal student evaluations; they can contact Dr. Kathleen Gorski, Dean for Learning Outcomes, Curriculum and Program Development.

In lieu of signatures, email confirmation will verify the parties' acceptance of these Memoranda of Agreement.



04/29/2020