



WAUBONSEE

COMMUNITY COLLEGE

In light of the COVID-19 Coronavirus pandemic, 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—Technology Stipend

For the period of January – May 2021, 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 2021 semester.

Memorandum of Agreement—Teaching Programs (Article VII. F)

As a result of the COVID-19 pandemic and the subsequent transition to mostly remote teaching and learning, for the spring 2021 semester, faculty will not be required to be on campus for student conference hours, nor will it be an expectation that a minimum of one (1) hour be scheduled each teaching day of the faculty member. Instead, in keeping with the goal to ensure “conference hours shall be scheduled to provide maximum convenience for students who wish to confer with a faculty member,” full time faculty shall be encouraged to survey their students to determine their preference for office hours days and times to inform the scheduled office hours. The office hours may be face-to-face or online (through Canvas) to provide time for synchronous dialogue. A variety of days and times is recommended. If/when a faculty member offers face-to-face office hours, they will be assigned a lab or classroom that is available during the scheduled times in order to maintain social distancing of at least six feet. Each faculty member shall schedule a minimum of five (5) hours and identify these on their syllabus by the end of the first week of the class. These adjustments to office hours are necessary to meet student needs due to the pandemic, but the approach to scheduling of office hours for spring 2021 is not precedent-setting.

N. Christensen
12/18/2020