

**Memorandum of Understanding (MoU)**  
**between the SBCC Community College District and the SBCC Faculty Association**

The parties enter into this agreement in response to the COVID-19 epidemic to ensure academic integrity and student success and improve equity and accessibility in our distance courses, while satisfying requirements from the Chancellor's Office, Title 5, Accreditation Standard II and AP 4105.

Summer faculty who have not previously been approved to teach distance education courses as described in AP4105, Distance Education, will be offered intensive training by the SBCC Faculty Resource Center in two cohorts, one for Summer 1 instructors and one for Summer 2 instructors. Training starts on April 15, 2020, and May 18, 2020 respectively. Priority participation for these two cohorts will be given depending on summer teaching assignment. If spaces are available, Fall instructors will be added on a first come first serve basis. Faculty, who are already DE approved will be allowed to participate upon a space available basis, however, will not qualify for compensation.

Coordinated training will begin April 15 in the FRC and continue in five-week sessions all summer. This training will include Basic DE teaching tools, Infusing equity and anti-racism, universal design, accessibility and social, emotional pedagogy throughout all DE materials, and Completing CAC required materials, including the Emergency DE Addendum

Faculty who participate in the Faculty Resource Center Summer 1 and 2 Training Cohorts will be paid 18 hours at the general stipend rate (Schedule 9 Step 9). Compensation for this training will be provided from Title III funds. Participating faculty are required to complete all components of the training in order to receive DE approval. The Title III director chair will initiate payment for the training participants.

The Curriculum Advisory Committee (CAC) has developed a task force whose members will work as needed, with FRC staff to develop and offer this training to provide support with completing CAC-required DE materials. Faculty task force members who participate in summer meetings to support this training and curriculum effort will be paid at the general stipend rate from Title III funds. The Title III director chair will initiate payment of compensation for the CAC task force upon completion of the aforementioned work.

The CAC shall meet three times or as needed over the summer to approve materials moving forward from faculty/chairs/the taskforce. CAC members who participate in summer meetings to approve materials will be paid up to 12 hours at the general stipend rate, total cost not to exceed \$10,000 from unrestricted general funds. The Curriculum Coordinator will initiate payment of compensation listed in this paragraph upon completion of the summer meeting series..

Department chairs who have scheduled summer courses that do not have existing DE addenda must coordinate with faculty to complete the Emergency Distance Education form and course content/activity sheet. If no department faculty qualify or attend the compensated training, those documents are completed by the department chair or an assigned faculty member. Department chairs or assigned faculty members in this position may receive three hours of grant funded compensation to complete the equity training. It is expected that this compensation includes the completion of the above mentioned documents. Funding for this compensation will be provided from the Title V grant. The EVP and Curriculum office will initiate payment of compensation listed in this paragraph upon completion of the equity training.

Tentatively Agreed:

**Cornelia Alsheimer**

---

Cornelia Alsheimer-Barthel  
President, Faculty Association

**6-12-2020**

---

Date



---

Michael Shanahan  
Vice President, Human Resources

June 12, 2020

---

Date

**Signature:**   
Cornelia Alsheimer-Barthel (Jun 12, 2020 19:51 PDT)

**Email:** cmalsheimerb@pipeline.sbccc.edu