

This MOU is effective May 13, 2020

AFT MOU regarding Fall 2020 Distance Education instruction

Based on the Academic Senate adoption of provisional certification training requirements option #3 to teach courses in a distance education format in fall 2020, we agree to the following terms in relation to adjunct scheduling and training.

Scheduling process for fall 2020

It is expected that all unit members will complete the training noted in the Academic Senate provisional certification language above by the deadline of one week before the start of the fall 2020 semester. Date of Hire lists (referenced in Article 6 of the AFT collective bargaining agreement) which have already been provided by the district in early April to the department chairs, will be utilized in assigning all face to face classes as usual. All fall face to face classes, with some lab and hard to convert course exceptions, will be taught in a distance education format. Please see email from Omar Torres to Department Chairs attached.

Training Requirements

The following provisions are for unit members with a fall 2020 face to face assignment that have not yet completed the required training above.

1. During the spring 2019 semester up to June 30 2020, the district will provide FLEX credit for:
 - A. [Intro to Teaching with Canvas](#) (2 hours)
 - B. [Accessible Design/Section 508](#) (1 hour)
 - C. [Self-paced 4-hour course](#)

These courses will be paid in accordance with [Article 19](#) of the AFT Collective Bargaining Agreement. If a unit member has already met their paid FLEX allotment for the 2019-20 year and completes the training above, they will be paid for up to the remaining hours at the non-instructional rate.

2. From July 1 through the start of the fall 2020 semester, the district will provide FLEX credit for:
 - A. [Intro to Teaching with Canvas](#) (2 hours)
 - B. [Accessible Design/Section 508](#) (1 hour)
 - C. [Self-paced 4-hour course](#)

The hours associated with these courses will be paid at the non-instructional rate. These course hours will not be deducted from the 9 hours of FLEX allotted in [Article 19](#) of the AFT Collective Bargaining Agreement for the fall 2020 semester.

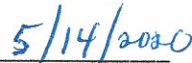
Use of Canvas

1. Unit members will not be required to use another faculty member's Canvas shell or instructional materials.
2. Unit members will use the Canvas LMS for distance education in fall 2020.
3. Unit members may provide lectures via Zoom, only if used when inside the Canvas shell.

The above is agreed to by both AFT and the District.



For the District: Dr. Diane Fiero



Date



For AFT: Mr. Dan Portillo

5/14/20

Date

From: Torres, Omar
Sent: Friday, May 8, 2020 11:29 AM
To: Torres, Omar <Omar.Torres@canyons.edu>
Cc: Wickline, Paul <Paul.Wickline@canyons.edu>
Subject: Fall 2020 Staffing based on today's Instructional Town Hall meeting
Importance: High

Dear Department Chairs,

With thanks to our Academic Senate for their recommendations yesterday regarding Distance Education instructor (emergency) training requirements for Summer 2020 and Fall 2020, we now need to proceed with finalizing our **Fall 2020 Schedule of Classes and Adjunct Staffing**. Please proceed as follows and submit your staffing through the Date of Hire (DoH) and Date of Certification (DoC) forms to your Dean if you have not already done so, who will forward to Dianne Avery in Academic Affairs, by sometime next week (this is purposely generic to allow you flexibility; please let us know if additional time is needed). Please note the distinctions below regarding the proper use of Date of Hire (DOH) versus Date of Certification (DOC) lists.

1. Fall 2020 100% online classes (with a Curriculum/Senate-approved permanent DLA) staffing should be made using the **Date of Certification (DoC)** spreadsheet. These instructors must currently be on the HR-approved DoC list.
2. Fall 2020 classes initially intended to be face-to-face lectures will be listed without the corresponding building/room number. These classes are intended to be taught synchronously or a combination of synchronously and asynchronously, and staffing should be made using the **Date of Hire (DoH)** spreadsheet. Because staffing must be completed now, and adjunct faculty have until the week before the fall semester to complete their distance education training, please assume that your DoH adjuncts will complete the necessary emergency training requirements in time for fall.
3. Fall 2020 lab classes that must meet face-to-face (these are only identified essential infrastructure sector disciplines as well as hard-to-convert disciplines such as Culinary Arts) will have the building/room number location denoted in the Schedule of Classes. Please make sure your Dean is aware of these specific sections, so that Academic Affairs is aware that the building/room number location should remain listed. Staffing should be made using the **Date of Hire (DoH)** spreadsheet.
4. Finally, as per the recommendation by the Academic Senate yesterday and requirements in teaching via Distance Education, all classes will need an **Orientation Letter**, which describes for students how the class will be taught (synchronous, asynchronous, both), technology needs, and other relevant information necessary to meet the standards as outlined in the Course Outline of Record while ensuring students have guidance on necessary virtual support services available to them while we continue in a Distance Education mode during the Fall 2020 semester.

Undoubtedly a few more questions may arise as we prepare for the Fall 2020 Schedule to go "live" (which is anticipated to occur by the end of the month this May), so please reach out to **Paul Wickline, myself, and include your dean.**

Many thanks for your patience and understanding as we continue to sort through these details,

Omar

Sent to: Department Chairs and Academic Deans