Collective Bargaining Agreement (CBA) 2015-2018 - Changes

- **Article 4: Compensation**

- **Article 5: Work Hours, Work Year, Work Load**

- **Article 6: Leaves of Absence**

- **Article 7: Evaluation Procedures**

- **New Evaluation Forms, timeline**

- **Distance Education**

Article 4: Compensation

- **Insurance**
  Permanent bi-annual (November and April) distribution of unallocated benefits funds to family rate and double rate payers (mou 192, 4.6).

- **On-schedule increase**
  Permanent 5% increase to all faculty salary schedules, retroactive to July 2015 (4.6.4).

- **Off-schedule distribution**
  $397,144 to faculty based on load (4.6.4).

- **Elimination of two-tier payment system for division chairs** (Appendix B6- Placement procedures).

Article 5:
Work Hours, Work Year, Work Load

- **Work location**
  Regular instructional faculty members shall be either on campus **or available** at other assigned work locations during each regular college instructional day. (5.1).

- **Updated (FT) description of work responsibilities**
  now includes division responsibilities, program review, student learning outcomes and assessment, curriculum development and professional growth (5.1, 5.1.2).

- **DSPS specialists**
  deduct teaching load from direct student contact hours and post office hours as walk in hours. (mou 214; 5.2).

- **Nursing and Allied health**
  may need to run classes during FLEX times and holidays, but will maintain time off between semesters (mou 190; 5.6).

- **Large Lecture loading**
  Enrollments greater than 55 need pre-approval (5.9.4):

  ◦ 55 – 64 students = 1.25 regular load credit
  ◦ 65 – 77 students = 1.50 regular load credit
  ◦ 75 – 84 students = 1.75 regular load credit
  ◦ 85 and above   = 2.0 regular load credit

  Note: If additional load results in greater than 140%, approval is needed by the V.P. of Academic Affairs.

- **Required Course Prep**
  All instructors must develop a course syllabus, a Welcome letter (for DE courses), a course grading policy, and tentative calendar or schedule of topics (5.12.1).

- **PT faculty re-assignment eligibility**
  PT faculty who receive two sequential ratings of Needs to Improve or one rating of Unsatisfactory are not eligible for re-assignment (5.13.3.1.2).

- **FT faculty overload eligibility**
  FT faculty who receive two Needs to Improve from both manager and peer over the last three evaluates, or one unsatisfactory from both manager and peer are not eligible for overload until at least a Meets Standards is obtained. (5.14.2).

- **Role of the Dean in Division Chair election**
  The faculty member elected by a division for division chair does not need to be approved by the dean; the dean votes only in the case of a tie. (5.16.3).

Article 6 : Leaves

- **Three Day Doctor's note rule**
  Faculty who report three (3) consecutive days of sick leave will be required to submit a doctor's note upon return and may be asked to complete Family Medical Leave paperwork. (6.5.6.3).

  Note: this three-day rule may not be requested if the absence does not invoke a requirement to apply for Family Medical leave.

- **California Family Rights Act**
  was incorporated in to the contract , which allows all faculty to use up to 30 days of sick leave due to the birth or adoption of a child during the first year (6.6.4).

- **5 month Differential leave**
  begins only after all sick leave has been exhausted (6.7.1).

- **Bereavement leave**
  extends to grandparents, aunts, uncles, grandchildren, brother or sister in-law, any relative living in the household, natural, step, or foster parents or children of both employee and spouse/domestic partner. (6.11).

- **Unpaid Leave**
  Faculty on partial unpaid leave will have fringe benefits prorated. Faculty on total unpaid leave can participate in fringe but must pay premiums in advance. (6.14.5).

Article 7 : Evaluation Procedures

- **Cyclical Review of all courses**
  Beginning Fall 2016 all faculty will have all courses evaluated on a rotating cycle (7.2).

- **Restriction on faculty serving as a peer evaluator**
  No faculty member can evaluate his or her evaluator from the immediately preceding evaluation cycle. (7.3).

- **Prescription for peer pre-evaluation conference (7.4):**

  o Identify objectives of the peer review process.
  o Review job performance requirements.
  o Selection of courses be evaluated.
  o Review of all relevant forms (peer, dean, student, self evaluation, visitation form, Plan for Improvement form when applicable).
  o Schedule post-evaluation meeting.

- **Prescription for Dean pre-evaluation process (7.6):**

  o Job performance related to classroom instruction, including subject matter competence, course content, **DE/Hybrid modality best practices**, if a DE course is being evaluated, and subject matter presentation
  o Job performance in lab, activity, clinical, or studio instruction, including subject matter and skills competence.
  o Responsibilities to students.
  o Responsibilities to discipline and division or service area, and **participatory governance.**
  o **Items to be included in the self-evaluation.**
  o Plan for or progress toward improvement (when applicable).

- **New Plan for Improvement Process (7.12)**
    - A follow up evaluation is scheduled only if the overall assessment by either the peer or the manager if below Meets Standards.
    - The manager will meet with the faculty member to clarify problems areas and complete the Plan for Improvement Form.
    - The follow-up evaluation is limited to only those areas indicated on the original evaluation.
    - The process cycles until the issues are resolved.

        Note: that part-time faculty who receive one overall assessment of Unsatisfactory or two consecutive assessments of Needs to Improve are not eligible for re-assignment.

Evaluation Forms and Timeline

- **Integrated forms**
  DE and face to face modalities , and full-time part-time are integrated into the same forms.

- **Revised rating system**
  Rating System is more clearly defined in the rubric and tied to the overall evaluation.

- **Required supporting material**
  Each section of the form states what supporting material an instructor is required to provide as part of the evaluation process for that section. No other material can be used without mutual agreement.

- **Required Improvements comment section**
  In the "required improvements" comments area of the overall evaluation, the evaluator can list specific improvements for which the faculty member must document a resolution, and then comment on in the self evaluation of the next cycle.

- **Plan for Improvement form**
  ensures that only issues identified in the previous evaluation are addressed. No new issues can be added.

- **Evaluations timeline (Appendix G)**
  developed to standardize due dates for the evaluation process.

Distance Education

- **On-line office hours**
  One office hour for every three units taught on-line is allowed but not required. These must allow for regular and effective real-time communication between the instructor and the students.(5.1.2.1).

- **Meeting state and federal requirements**
  All DE courses must meet state and federal requirements, and if a course does not meet these requirements, then necessary steps will be taken to ensure compliance.(5.11)

  Note: it will be determined in the evaluation process if a course does not meet requirements, and the remedy will be documented in the Plan for Improvement form.

- **Student Identification process**
  regular and effective contact between the faculty member and the students will be verified by a student identification process. (5.11).

- **Compensated training**
  New DE faculty are required to complete (compensated) training in on-line pedagogy and the Distance Education Coordinators and/or OEI certified trainers will make recommendations to the Dean or designee for faculty who meet the requirements. (5.11.2).

- **Separate prep and identical loading**
  DE courses count as a separate prep. from that of the same course in the face to face mode. (5.12). The loading for DE courses is the same as that for face to face. (5.9.5.1.1).

- **Regular evaluation of all DE courses**
  All DE courses taught by a faculty member are evaluated on a rotating basis. If a faculty member teaches only one DE course, it is evaluated every other evaluation cycle. (5.11.5).

- **Addition of a DE faculty member to evaluation team**
  If its mutually agreed to add a DE faculty member not from the same division to the team, the person is selected by the faculty member to be evaluated. (7.1)

- **Duration of course evaluation period**
  the evaluation period will be agreed upon in the pre-evaluation meeting and minimally includes a review of content comparable to that of one 50 minute classroom/lab visit.

- **Student Evaluations**
  Evaluations will be made available to students via an anonymous on-line survey link and administered by the VPAA's office. The timeline for the evaluations is outlined in Appendix G.

Updated Evaluation Forms

- All the forms for the instructional peer evaluations have been updated:
  - Peer Committee
  - Dean
  - Self
  - New Plan for Improvement Form
- DE Student Evaluation Form is pending management approval
- Other evaluation forms
  - NC Cluster Coordinator Evaluation and Assistant Director forms pending management approval
  - Collaborative Work Experience and Dual Enrollment forms to be considered by Evaluation Task Force in Fall.