

MEMORANDUM OF UNDERSTANDING
between the
GLENDALE COMMUNITY COLLEGE GUILD, LOCAL 2276
and the
GLENDALE COMMUNITY COLLEGE DISTRICT

The following Memorandum of Understanding (MOU) reflects the agreement of the Glendale Community College Guild, Local 2276 (Guild) and the Glendale Community College District (District) regarding the following:

This MOU represents a waiver regarding the scheduling of **officially** recognized Distance Education courses in the summer and fall of 2020.

The District and Guild recognize the importance of promoting measures to ensure minimal disruption to instructional and student services support while advancing measures meant to mitigate the impact of the COVID-19 virus.

To this end, the District and Guild agree to the following:

1. Numbers 1 through 4 of this MOU shall be applicable during the Summer and Fall 2020 terms.
2. Article VI, Hours of Work, Section 16, Assignment Limitations shall be modified as follows:
 - E. Faculty members shall not be assigned online or hybrid courses without their consent. Only faculty members who have completed a distance education training course for fully online or hybrid courses, approved by Glendale Community Colleges Committee on Distance Education (CoDE) ~~for fully online and hybrid courses~~, shall may be offered such distance education courses by the Vice-President of Instructional Services.
 - G. No contract instructor shall be assigned fully online distance education ~~(fully online and/or hybrid)~~ courses for more than ~~67%~~ 100% of his/her their load without prior approval by the Guild and Vice-President of Instructional Services.
3. In accordance with Article VI, Hours of Work, Section 3, Office Hours, A. Office Hours Full-Time Faculty, faculty who teach 100% fully online or hybrid courses as delineated in Number 2, may conduct all office hours in an online or hybrid environment.
4. Faculty shall endeavor to provide synchronous online or hybrid course delivery, however, asynchronous course and service delivery may occur due to technology difficulties or in the event that instruction may be more effectively provided through asynchronous methods. It is expected that, whenever possible, attendance will be taken in a synchronous environment using Canvas chat or a similar mechanism.

Date of Agreement: April 22, 2020



Caroline DePiro, Chief Negotiator
Glendale College Guild, Local 2276



Victoria Simmons, Chief Negotiator
Glendale Community College District