

TENTATIVE AGREEMENT

This Tentative Agreement is entered into by and between the Mt. San Jacinto Community College District ("MSJC" or "District") and the Mt. San Jacinto Community College Faculty Association ("MSJCFA"). MSJC and MSJCFA may be referred to herein as "Party" or collectively as "Parties".

Any issue, subject or matter discussed by the District and the MSJCFA during negotiations over the 2022-2023 bargaining proposals not contained in the document shall be considered withdrawn by the party presenting it. Any "oral agreement" or "understanding" not reflected in writing herein shall have no force or effect.

NOW, THEREFORE, the Parties hereto agree as follows:

Term

July 1, 2022, through June 30, 2023

Negotiation for the 2022-23 academic year is closed

Article VII: Salary Regulations, Compensation and Benefits

Salary- MSJCFA proposes an across-the-board salary increase of 8 percent, **The District proposes an across-the-board salary increase of 4%-6.5% effective July 1, 2022.**

Salary Schedule adjustment as per the attached

ARTICLE VII : HOURS OF EMPLOYMENT AND WORK LOAD

MSJCFA proposes as follows:

A. Non-teaching online load

~~Non-instructional unit members may be permitted but not guaranteed a 60% inclusive of desk time online workload of their approved submitted calendar. For Counseling unit members, 40% on campus is limited to student contact hours.~~ Non-instructional unit members may be permitted but not guaranteed a 60% inclusive of desk time online workload of their approved submitted calendar. The online portion of workload is calculated weekly. For Counseling unit members, 40% on campus is limited to student contact hours.

~~Non-instructional faculty shall have first right of refusal for overload assignments.~~ Status quo, however, we are willing to assign teaching and non-teaching overload to non-teaching faculty.

In recognition of the duties outlined below. The District proposes a stipend for every fully completed semester ~~during the academic year~~ of \$2500.00 for each full-time Associate Degree Nursing teaching faculty member.

- Work hours that vary from contractual obligations including but not limited to weekends, nights and clinical shifts greater than 9 hours in length.

VIII A1a.

Non-instructional faculty standard work week shall be a minimum of four (4) days a week to meet the 1372 hours (equivalent to 196 days) service requirement. The standard work week for counseling faculty shall include a minimum of thirty-five (35) hours a week. The 35-hour work week shall include a minimum of 28 hours of direct student contact and up to 7 hours of desk time, **contact and desk time hours shall be adjusted in weeks the college is not open 5 days**. Direct student contact is defined as any counseling activity in which a counseling services is provided to a student or students including case load management student contact, workshops, individual or group counseling. Desk time is for the performance of duties which are but not limited to drop-in counseling; department meetings; participatory governance committee assignments; case load management support; and other departmental activities.

VIII A1b.

~~The rotation system at each campus shall start with the non-instructional counselor with the greatest seniority (longest continued full-time tenure track employment in the District) who shall be given the opportunity to select up to fifteen (15) consecutive non-duty days (the number of days shall be prorated during the District's summer 4/10 schedule). Once the non-duty days have been selected, the next counselor may make his/her selection. In each subsequent year, the non-instructional counselor who had first opportunity in the prior year to select non-duty days, will be placed at the bottom of the rotating list with the person immediately next allowed to select first in that year. 21 The rotation system will be coordinated by the dean to ensure compliance with this~~

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Counselors shall be given the opportunity to select up to twenty (20) consecutive non-duty days during the academic year. During the District's summer 4/10 schedule the days shall be prorated. Non-duty days are defined as days a counselor is not scheduled to work. Peak counseling months are determined by the district. Counselor preferences for non-duty days shall be determined on a rotating basis initially established by seniority. Two-thirds of the number of full-time counselors shall be on duty at any time. The rotation system at each campus shall start with the counselor with the greatest seniority (longest continued full-time tenure track employment in the District).

All non-duty days will be coordinated and approved by the area dean. Once the non-duty days have been selected, the next counselor may make their selection. In each subsequent year, the counselor who had first opportunity in the prior year to select non-duty days, will be placed at the bottom of the rotating list with the person immediately next allowed to select first in that year. The rotation system will be coordinated by the dean to ensure compliance with this provision.

VIII A1c

~~Counselors may take twenty (20) consecutive non-duty days during non-peak counseling months of September, October, February, March and April. All non-duty days will be coordinated and approved by the area dean.~~

VIII B4a,

Counselors, Coordinators and Librarians The work schedule consisting of ~~1232 hours (equivalent to 176 days)~~ or 1372 (equivalent to 196 days) shall be prepared by the unit member in consultation with the immediate supervisor and approved by the District. ~~(Each work schedule must have a contract beginning and ending date for the academic year in order to determine overload or per diem days).~~ In approving a work schedule, management shall take into consideration: Staffing coverage, peak times, and other assignments that lead to an appropriate work schedule. A flexible schedule of more or less than seven (7) hours shall take into consideration the needs of the District and the employee. However, a work schedule shall not be assigned that exceeds ten (10) hours in any given day. Counselors, Coordinators and Librarians normal work hours may average up to ten (10) hours in any day. However, under exceptional and extraordinary

circumstances, management may provide written approval for work hours in a particular day which exceed ten (10) hours, but in no event more than twelve (12) hours.

VIII B2c. ~~Representative Duties~~ Professional Responsibilities

A Professional Responsibility is one required to be performed each year by Unit Members. The Unit Member's Dean or supervisor will make an effort to reasonably assign professional responsibilities to Unit Members not to exceed three (3) responsibilities during any one semester. The same three (3) responsibilities may be assigned in the fall and spring if the work occurs in both semesters. No Unit Members will be required to perform all professional responsibilities each semester. Unit Members will work with their dean or supervisor during the spring semester of each academic year (or within twenty (20) work days of the start of employment if the hire date is during the fall semester) to identify which appropriate professional responsibilities will be assigned to the Unit Member to ensure the needs of the students, department, programs, and college are being met.

The following is a list of potential Professional Responsibility assignments. Other appropriate assignments maybe considered with mutual agreement by the Unit member and their dean or supervisor.

VIII B2c1. Participate in development, implementation, and evaluation of the instructional program, including development, assessment, and review of the Program Learning Outcomes (PLO's), Course Learning Outcomes (CLO) and/or Student Learning Outcomes (SLO's).

VIII B2c2. Participate in the development of the Program Review and Resource Allocation Proposals (RAPs) for the department.

VIII B2c3. Participate in curriculum development and revisions

VIII B2c4. Participate in development and/or revisions of Program page in the catalog

VIII B2c5. Articulate courses with educational partners

VIII B2c6. Participate in the accreditation process

VIII B2c7. Participate on institutional hiring committees, faculty, classified, or administrative.

VIII B2c8. Participate in the evaluation of full-time faculty

VIII B2c9. Participate in the evaluation of associate faculty

The following duties are not required of all Unit Members, but may be assigned when considered appropriate by both the supervising administrator and the Unit Member

VIII B2c10. Participate on advisory committees

VIII B2c11. Consult with students in course selection, academic achievement, and career planning within the Unit Member's discipline.

VIII B2c12. Participate in the active recruitment of students

VIII B2c13. Participate in college-related services in and/or for the community

VIII B2c14. Participate in leadership role in co-curricular activities such as student clubs, honor societies, athletic and performance events, etc.

VIII B7.

For Instructional Unit Members (Unit Members providing classroom instruction during the regular academic year), a full (100%) load shall be the equivalent of 30 hours: 15 Lecture Equivalent Hours five (5) Office hours and ten (10) preparation and professional responsibility hours as identified in VIII B.2.b. This shall be referred to as a standard work load.

VIII G5

Overload for Non-Teaching Unit Members

In addition to provisions VIII G1 through G4 above, overload for non-teaching unit member will (1372 hours or **35 weekly hours** of service) commence with the approval of the **appropriate Vice President**, or designee after the unit member has completed their weekly contracted hours of service as defined by the non-teaching member's approved calendar. **Unit member will submit a separate calendar for all overload hours.**

X A3d. Administrative Review

The appropriate District administrator will conduct an administrative review of the tenure-track teaching Unit Member's performance and rate the required duties as described in section VIII.B.2.b as satisfactory, unsatisfactory, and/or needs improvement. In addition to the defined required duties in section VIII.B.2.b the administrative review will include consideration of the tenure-track teaching Unit Members performance of a maximum of three (3) Professional Responsibilities as defined in VIII.B.2.c. The appropriate dean or supervisor will meet with the tenure-track teaching Unit Member during the semester prior (**spring semester preceding a fall semester evaluation**) to the conducting of the administrative review to identify which professional responsibilities are being required for evaluation purposes. Only those professional responsibilities designated **for consideration during the evaluation period** shall be considered in the administrative review.

X B3d. Administrative Review

The appropriate District administrator will conduct an administrative review of the tenure-track non-teaching Unit Member's performance and rate the required duties as described in section VIII.B.2.b as satisfactory, unsatisfactory, and/or needs improvement. In addition to the defined required duties in section VIII.B.2.b the administrative review will include consideration of the tenure-track non-teaching Unit Members performance of a maximum of three (3) Professional Responsibilities as

defined in VIII.B.2.c. The appropriate dean or supervisor will meet with the tenure-track non-teaching Unit Member **during the semester prior (spring semester preceding a fall semester evaluation)** to the conducting of the administrative review to identify which professional responsibilities are being required for evaluation purposes. Only those professional responsibilities designated **for consideration during the evaluation period** shall be considered in the administrative review.

X C3d. Administrative Review

The appropriate District administrator will conduct an administrative review of the tenured Unit Members performance and rate the required duties as described in section VIII.B.2.b as satisfactory, unsatisfactory, and/or needs improvement. In addition to the defined required duties in section VIII.B.2.b the administrative review will include consideration of the tenured Unit Members performance of a maximum of three (3) Professional Responsibilities as defined in VIII.B.2.c. The appropriate dean or supervisor will meet with the tenured Unit Member during the semester prior (spring semester preceding a fall semester evaluation) to the conducting of the administrative review to identify which professional responsibilities are being required for evaluation purposes. Only those professional responsibilities designated for consideration during the evaluation period shall be considered in the administrative review.

X Evaluations

X A3c. Self-Evaluation A self-evaluation is required for all tenure-track teaching Unit Members as part of the evaluation. The tenure-track teaching Unit Member being evaluated will complete a self-evaluation and submit to the evaluation team to review no later than seven (7) days prior to the final evaluation team meeting.

The self-evaluation will incorporate an equity reflection that is non-punitive. This reflection is intended to foster a conversation and to facilitate discussion among colleagues that reflects on how faculty can individually and collectively work to improve student outcomes for historically underrepresented groups and disproportionately impacted populations. The reflection should be used to help advance individual professional development and institutional dialogue on change and development.

LANGUAGE TO INCORPORATE IN SELF-EVALUATION DOCUMENT:

Purpose: This reflection is intended to foster a conversation and to facilitate discussion among colleagues that reflects on how we can individually and collectively work to improve student outcomes for historically under-represented groups and disproportionately impacted populations. The reflection should be used to help advance individual professional development and institutional dialogue on change.

Please answer the following Reflection Questions:

1) What have you done to improve your understanding of anti-racism, equity, equity-mindedness, and/or equity as it relates to your field and MSJC? This might include, but is not limited to the following:

- curriculum review related to anti-racism, decolonization, and equity
- participation in anti-racism and equity related workshops/institutes,
- review of professional materials and best practices for equity in your field and/or
- review of your student success data

2) How have you used and/or how will you use these understandings to improve your practice and/or help close opportunity gaps?

3) What additional trainings and resources, whether offered by MSJC or others, would be helpful in continuing your development of equity-minded and anti-racist practices?

ARTICLE XI: DEPARTMENT CHAIRS

XI A. COMPENSATION FOR ~~DEPARTMENT~~ DEPARTMENT CHAIRS

XI A1. Maintain current department chair positions.

XI A2. Compensation during the Fall and Spring Semesters will be in the form of release time -

~~Compensation during Winter and Summer Intersessions will be a stipend of fifteen hours at the current highest lab hourly rate.~~ The District reserves the right to make a future proposal

XI A3. Compensation during the Fall and Spring Semesters will be based on FTES in the department/discipline, using the average of the previous 3 fall semesters. (For example, FA23 and SP24 release time is based on the average FTES of FA22, FA21, and FA20).

XI A4. 850 FTES = 1 full-time position FTEF

XI B. DEPARTMENT CHAIR DUTIES *(renumber at conclusion of negotiations)*

XI B3a. Recruit part-time faculty

XI B3b. Coordinate evaluation of part-time faculty

XI B3c. Facilitate joint hiring proposal with department

XI B3d. Coordinate with dean to schedule the spring, fall, and summer classes at all MSJC sites and order textbooks for these classes.

XI B3e. Coordinate with departmental faculty to staff class offerings.

XI B3f. Coordinate development and revision of departmental curriculum

~~XI B3g. Coordinate assessment of CLOs and revision of learning outcomes~~

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~~XI B3h. Coordinate writing the program review~~

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XI B3i. Coordinate submission of RAPs

XI B3j. Be available to assist newly hired faculty with orientation activities

XI B3k. Approve professional development activities for part-time faculty

XI B3l. Receive and participate in process as appropriate for student grievances, complaints.

XI B3m. As appropriate, assign work tasks to employees, both faculty and classified. The latter includes but is not limited to Instructional Aides/Associates as well as those performing clerical functions.

XI C. EXTRA DUTIES

All extra duties associated with specialized departments will have coordination between the Department Chair and the area dean to determine appropriate compensation, which will be submitted to the Vice President for consideration and approval based on District funds.

XI D. DEPARTMENT CHAIR EVALUATION (Use previously developed chair evaluation form and faculty survey.)

XID 1. The evaluation of a department chair/faculty director/faculty coordinators is a specialized evaluation that is separate from and in addition to the normal evaluation of the department chair as a faculty member.

XID 2. During a Unit Members service as a department chair, the performance of the department chair's duties and responsibilities as described in section VIII.B.3 shall be evaluated at the end of the first year of service as department chair and at least once every other academic year thereafter.

XID 3. The evaluation of a department chair shall be conducted by the supervising administrator or designee and shall consist of Chair Evaluation Form being distributed to all full-time and part-time faculty within the departments overseen by the chair. The faculty within the department(s) shall be given ten (10) working days to complete the form and return to the supervising administrator or designee. The supervising administrator or designee shall record the evaluation results and meet with the department chair to discuss. Upon review of the results of the Chair Evaluation form the department chair may submit written comments on the evaluation within ten (10) working days, which will be appended to the evaluation.

XID 4. The overall evaluation will be rated meets/exceeds expectations, needs improvement, or unsatisfactory. A rating of needs improvement must be accompanied by written recommendations for improvement, goals, and timeline to meet goals. Another evaluation will take place the following semester to document improvement. A rating of unsatisfactory may result in the removal of department chair duties from the Unit Member

ARTICLE XII: ONLINE INSTRUCTION

ARTICLE XII: ONLINE INSTRUCTION SERVICE

Definition of online instruction: any course provided, full or in part, via the internet. Examples include but may not be limited to courses designated as “real time,” “anytime,” hyflex,” “hybrid,” or “fully online.”

Definition of online service: interaction between non-instructional faculty and students, such as virtual counseling appointments or providing librarian services, via an internet service provider.

XII A. ASSIGNMENT

XIA 1. No Unit Member may be assigned to any ~~a fully~~ online ~~or hybrid~~ course section/service without the Unit Members consent.

XIA 2. As with all ~~courses~~ assignments, the supervising Dean of the discipline maintains the right of assignment, and faculty loads should be created with the intent of creating assignments that allow Unit Members to fulfill Unit Member service requirements. Assignments of online classes/service that exceed 60% of a Unit Members load must have both the recommendation of the department chair and the approval of the Vice President ~~of instruction~~ or designee.

XII B. VIRTUAL OFFICE HOURS

XIIB 1. Unit Members with an online teaching load may conduct virtual office hours to provide reasonable access to students. The proportion of virtual office hours to on campus office hours will not exceed the proportion of online teaching load to total teaching load. There will be a maximum of three (3) virtual office hours.

XIIB 2. Virtual office hours will be defined as the use of electronic (e-mail, chat, threaded discussions, etc.) and/or other telecommunications technologies to communicate with students to address the needs of students who are enrolled in a Unit Members courses.

XIIB 3. Schedule of virtual office hours must be ~~submitted to the appropriate Dean for approval.~~ recorded on self-service along with other office hours for documentation before the second week of instruction. Information regarding virtual office hours must be posted along with on campus office hours within the designated area for posting such information, including all course syllabi.

XII E. Unit members will be provided the necessary computer equipment by the District in their offices to complete their online instruction/service.

XIIC. COURSE CONTENT AND INTELLECTUAL PROPERTY RIGHTS

XIIC 1. Any original content for a fully online or hybrid course, and/or content for any other course shall be owned exclusively by MSJC-though the faculty member may use the original content but not for financial gain.

XIIC 2. All content for online and hybrid courses must be available to students and for course evaluation purposes via the course management system licensed by MSJC. However, Unit Members may also provide access to content and materials residing outside of the MSJC course management system providing information to those resources are located within the MSJC course management system.

(per AP 3715)

XIID. ONLINE EVALUATION

Need to revise evaluations to ensure we are creating forms for Real time, per this section. Until the form is revised, the online observation form will be utilized.

XIID 2. Any changes to the evaluation tools used for classroom or peer/administrator observations, student evaluations, self-evaluations, or the administrative review of online courses require approval of the MSJCFA

Negotiations for the 2022-2023 academic year are closed.

Sep 29, 2022

Sep 29, 2022

Date

Date

Jeannine Stokes

KCranney
Karen Cranney (Sep 29, 2022 10:51 PDT)

Jeannine Stokes, for
Mt. San Jacinto Community College District

Karen Cranney, for
Mt. San Jacinto Community College
Faculty Association