

OFFICE HOURS

MEMORANDUM OF UNDERSTANDING

between the

COLLEGE OF THE SEQUOIAS (DISTRICT)

and the

COLLEGE OF THE SEQUOIAS TEACHERS' ASSOCIATION (COSTA)

Facts

1. College of the Sequoias ("District") and the College of the Sequoias Teachers' Association ("COSTA") are parties to a collective bargaining agreement defining the terms and conditions of employment relating to full-time faculty members.
2. On March 31, 2009, the District and COSTA negotiated and agreed to include the below language into the current collective bargaining agreement. This new language shall become effective immediately.

Agreement

1. The District and COSTA agree to the modified office hour language as follows.

8.2.4 Office Hours

For every three (3) LHE of instructional hours necessary to complete a contracted teaching load (base load minus reassigned time), full-time faculty members will schedule one (1) office hour per week. Office hours may be face-to-face, synchronous online, asynchronous online, or using the method of regular effective contact between instructor and student as stipulated in 8.2.11.3. Any limitation on the number of office hours in any one format is only for computation purposes in order to satisfy the number of office hours according to this section.

Face-to-Face: The faculty member schedules a weekly time and place in order to meet with students in person and in real time. There is no limitation on the number of face-to-face office hours per week. If a faculty member schedules one face-to-face office hour for every three LHE of instructional hours of the contracted load, then his or her office hour obligation is satisfied as per the provisions herein.

Synchronous Online: The faculty member is available to students via electronic means at a specified time. Communication is generally synchronous. The time of the weekly online office hour shall be clearly stated in the course syllabus. One synchronous online office hour may be used to satisfy the number of office hours of this section. For example, if three online

office hours were scheduled by a faculty member who has a contracted teaching load of 15 LHE, then this faculty member would still have an obligation of four additional office hours.

Asynchronous Online: The faculty member will electronically respond to student needs within a reasonable length of time. Communication is primarily asynchronous. Procedures for utilizing this type of office hour, including the proposed response time will be clearly stated in the course syllabus. It is the responsibility of the faculty member to document asynchronous communication involving this type of office hour. Such documentation may include, but not be limited to, email archives, discussion board archives, notes, and anecdotal records. One asynchronous online office hour may be used to satisfy the number of office hours of this section.

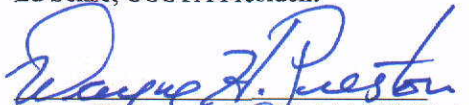
Regular Effective Contact: The definition and limitations of this type of office hour is addressed in section 8.2.11.3

The division chair must be notified of office hour schedules and such schedules will be approved by the Area Dean and the Vice President of Academic Services. If agreement is not reached, a final decision will be made by the Superintendent/President. Office hours in any format, in addition to those stipulated by this section may be added at the discretion of the instructor.

2. In conclusion, the parties further agree to meet as soon as possible if any dispute arises as a result of this Agreement.
3. Attached for reference is the markup.

For the Association:


Ed Sense, COSTA President


Wayne H. Preston, COSTA MA/NC Chair

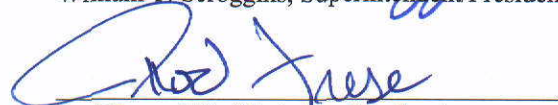

Kevin Picciuto, COSTA Grievance Chair

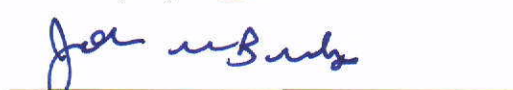

Paul Gorley, COSTA Negotiation Team

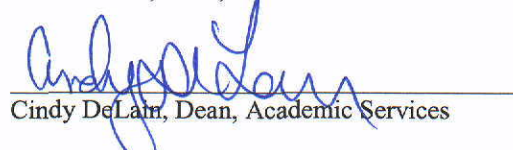

Lisa Greer, COSTA Negotiation Team

For the District:


William T. Scroggins, Superintendent/President


Rod Frese, VP, Administrative Services


John Bratsch, Dean, Human Resources


Cindy DeLain, Dean, Academic Services

Dated: April 13, 2009