

Tentative Agreement

Memorandum of Understanding

The following changes to the Agreement between the Imperial Community College District and the Imperial Valley College Chapter of the Community College Association/California Teachers Association/National Education Association for the Academic Years 2008-09 are hereby agreed to by the Association and the District:

1. Workload: Effective beginning with the 2008-09 Academic Year and extending for the remainder of the life of the existing agreement:

a. The following words [in bold] shall be added to Article 15.1 Primary Workload Function:

15.1 Primary Workload Function

The workload for members of the bargaining unit shall include the primary functions of teaching, counseling, or serving as a librarian. In addition, the workload may include, but not be limited to, **a reasonable amount** of these allied professional responsibilities: preparation for classroom activities; evaluating student performance including test and/or paper correcting and grading; **developing, assessing, and evaluating student learning outcomes**, holding office and appointment hours; serving on college standing, **planning, and/or** advisory committees; developing new courses or programs; maintenance and revision of existing course outlines and materials, participating in college, departmental, or division meetings; **participating in program review, accreditation and any assessment and planning activities required for the successful continuing operation of the college**; sponsoring student clubs and activities; helping to plan and approve students' programs; and the timely and accurate submission of all required college registration documentation and final grades.

b. The following paragraphs [in bold] are to be added to Article 15.3 Normal Work Load – Teaching Faculty:

15.3.1 Contract Load

The normal contract load of a teaching faculty member shall be fifteen (15) lecture units, or the equivalent, per semester, which may be spread over a four (4) or five (5) day per week schedule.

All schedules must meet the educational needs of the students of Imperial Valley College, and are subject to the approval of the Vice President of Academic Services. The District and unit members agree that they shall work collegially, using policies and procedures established within their departments and divisions, to establish schedules

which best meet the needs of the District, the students, and the unit members and in accordance with the provisions of section 15.5 below.

Teaching faculty members are expected to complete the allied professional duties as expressed in article 15.1 during the times when they are not teaching. As professional employees the expectation is that these duties will be completed in a timely manner using the amount of time required for their successful completion rather than by following a strict hourly work schedule, and at times and locations necessary for or conducive to the duties' successful completion.

During the Fall and Spring semesters of the academic year, allied professional duties may be completed at any time during the calendar week without expectation of additional compensation, with the exception that no faculty member shall be required by the District to work more than five days in any given calendar week without additional compensation for a required sixth workday. This does not preclude any faculty member from voluntarily participating in activities, or working independently on allied professional duties, during the sixth or seventh day of the calendar week with no expectation of additional compensation.

- c. Article 15.4 Office and Appointment Hours is modified as follows, deleting the requirement for office by appointment hours:

During the fall and spring semesters, members of the unit who are teaching faculty are required to establish five (5) hours per week, where each hour consists of sixty (60) minutes, that shall be set aside as scheduled, maintained, office hours at which times the instructor is available to students for consultation on a walk-in basis. Scheduled office hours must be spread over at least four (4) days per week.

~~Teaching faculty are required to establish an additional ten (10) hours per week as office by appointment hours, where each hour consists of 60 minutes, that will be made available for student appointments. Students should be informed that appointments must be scheduled with a minimum of twenty-four (24) hours notice, exclusive of weekends and holidays. Scheduled appointment hours must be spread over at least four (4) days per week. Faculty members are not required to be on campus or in their offices for appointment hours during which no appointments have been scheduled. Unit members may utilize appointment hours during which no student meetings are scheduled to complete allied professional duties.~~

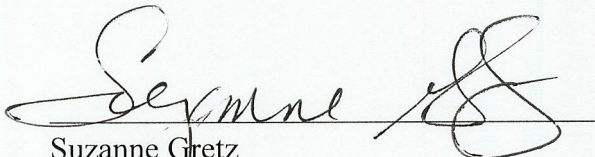
The unit member should establish office and appointment hours no later than the start of the second week of instruction during the fall and spring semesters. A copy of the teaching faculty member's schedule, including course times and locations and office and appointment hours should be posted on or near his/her office door. In addition, a copy of the schedule should be forwarded to the appropriate dean or division chairperson, and to the office of the Vice President of Academic Services.

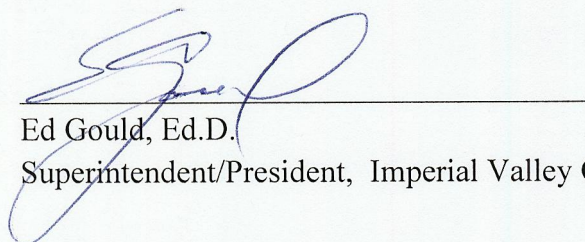
In the event it is necessary to make long-term or permanent changes in scheduled office or appointment hours at any time during the semester, the instructor shall make corrections on the posted schedule and notify in writing the appropriate division

chairperson and the Vice President for Academic Services. The instructor shall post temporary changes of short duration on the posted schedule, and the division secretary shall be notified.

Any other references to appointment hours that exist within the agreement shall also be assumed by this memorandum to be stricken.

Signed this 11th day of December, 2008.


Suzanne Gretz
President, IVC CCA/CTA/NEA


Ed Gould, Ed.D.
Superintendent/President, Imperial Valley College