

August 21, 2012

MEMORANDUM OF UNDERSTANDING
BETWEEN
CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
AND
CHABOT-LAS POSITAS FACULTY ASSOCIATION

10F.3.k Evaluation of Distance Education Instructional Faculty

All Distance Education Instructional Faculty shall be evaluated using the appropriate form for an online class. See Appendix: Evaluation: Student Response to Instruction Form Online Class, Evaluation: Observation of Instruction Form Online Class). The procedure for accessing the Distance Education class shall be as follows:

1. Qualification of an evaluator shall follow the terms of Article 10F.3.g.(3) above and is dependent upon the training described therein.
2. The evaluator shall meet with the evaluatee to become oriented to the course. This meeting shall follow the terms of Article 10F.3.g.(1) above. Specifically, the meeting shall include a three hour "tour" -of the course site wherein the evaluator shall be able to observe the class with the division of time between the tour and the observation to be agreed to by the evaluator and the evaluatee.
3. The evaluator shall be added to the course with "student access" as opposed to "instructor access". The evaluator shall have access to the course site for a maximum of twenty four (24) hours unless the evaluatee voluntarily agrees to extend this time limit. The Blackboard Administrator at the appropriate college will add the evaluator into the course site but by default block the evaluator's access. The evaluatee will "unblock" the evaluator at the pre-arranged observation time. It is the responsibility of the evaluatee to block, unblock, then reblock the evaluator's access to the course to meet the agreed-upon time frame for the observation. The evaluatee shall not block access to the course site earlier than twenty four (24) hours.

The Blackboard administrator at the appropriate college will be notified by the evaluator to be removed from the course. The evaluatee may request the appropriate college Blackboard Administrator to remove the evaluator's access after twenty four (24) hours provided that this request does not impinge upon the Blackboard Administrator's non-work schedule.

4. The evaluator shall have access to the equivalent of one week's worth of course content, which may be reflected in one module or whatever reasonable equivalent exists in the specific course. The observation report should be focused on this one week or module.

The evaluator shall be provided access to the course syllabus, discussion boards, and relevant exams as well as any other relevant materials related to student learning for the week or module being observed. It is assumed that the evaluator shall have access to all general course information available to students in the course menu (course "buttons") on the Blackboard site.

Signed and entered into this 13th day of September, 2012.

Charlotte E. Lofft
Charlotte E. Lofft, President
Chabot-Las Positas
Faculty Association

Judy Walters
Dr. Judy Walters, Interim Chancellor
Chabot-Las Positas
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