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

September 20, 2016

The implementation of Canvas is anticipated to have the following timing:

Semester of work		Semester Prepping For	College	Notes
Semester No.	Description			
1	Fall 2016		LPC	Initial training, October 2016 For 20 individuals
	Fall 2016		CC	Completion of discussion and identifying considerations for transition to Canvas.
2	Fall 2016	Spring 2017	LPC	Pilot with first faculty
3	Spring 2017		CC	Initial training, March 2017 For 20 individuals
4	Spring 2017	Summer 2017	CC	Pilot with first faculty
5	Spring 2017	Summer 2017	LPC	Online faculty who teach in summer will transition summer courses to Canvas
6	Summer 2017	Fall 2017	CC and LPC	Online faculty who teach in fall will transition fall courses to Canvas
7	Fall 2017	Spring 2018	CC and LPC	Online faculty who teach in spring will transition spring courses to Canvas
8	Spring 2018	Summer 2018	CC	Online faculty who teach in summer will transition summer courses to Canvas

In consideration of faculty participation in the implementation of Canvas as the CLPCCD Course Management System, it is agreed as follows:

Faculty Creating or Transitioning Courses for Canvas

1. One or more faculty at each campus will be designated to pilot the transition to Canvas, with the first course(s) available for enrollment in spring 2017 (LPC) and summer 2017 (CC).

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9/20/16

2. The district shall earmark \$150,000 in funds to pay faculty who participate in transitioning distance education courses to Canvas or initiating courses on Canvas as a Course Management System. The monies shall be distributed on a first come, first served basis until the fund is depleted. The date of application will be used to determine the distribution priority, subject to the terms outlined in this MOU. If there is money uncommitted at the end of Fall Semester, 2017, the District and Faculty Association will negotiate how to spend it over the subsequent academic year, consistent with the purpose of enhancing and expanding distance education at the colleges.
3. For creating a new course in Canvas, or transitioning an existing Blackboard course to Canvas, faculty members will be paid 13 hours at the F rate for a course of three (3) or more units, or 13 hours at the F rate for two courses of less than three (3) units, or 10 hours at the F rate for a single course of less than three (3) units.
  - a. To be eligible for compensation under this provision, 50% or more of the course must be delivered online.
  - b. Each faculty member will only be eligible to receive the compensation once. Faculty members proposing to create or transition two courses of less than three (3) units must include both courses in the same application for compensation.
  - c. Faculty will be paid at the beginning of the semester in which the course is first taught in Canvas, which may include courses that are taught past the Spring 2018 application deadline.
  - d. Faculty will have full academic freedom in development of their course(s).
4. Faculty will submit an application to convert courses or develop new courses that have been identified as needed by their discipline for online instruction. The eligible application period will be Fall 2016 through Spring 2018. Applications will be approved by the appropriate Dean at the dean's sole discretion after consultation with the discipline coordinator and the Vice President of Academic Services. The application process will be open to faculty at both campuses starting October 15, 2016.
5. Faculty who are assigned to teach online in accordance with regular scheduling procedures and who transition existing courses from Blackboard to Canvas or develop new courses in Canvas, during the period from October 2016 through June 2018, will be accorded the same benefits under 10F.3 (first paragraph) that are available to full-time faculty who have "originated a new Distance Education presentation."

#### Faculty Mentors/Trainers

6. Faculty trainer/mentors will be identified and trained to serve as mentors to colleagues during the Canvas implementation period from October 2016 to June 2018. These individuals will assist in offering workshops and one-on-one assistance for faculty creating and transitioning courses into Canvas.
7. Total compensation available for faculty trainers/mentors will be up to 2 CAH per campus for the first term Canvas courses are offered there, 1.5 CAH per campus for the second term, and .5 CAH per campus for the final term of the transition period. These funds may be divided up between trainer/mentors based on the needs of the campuses, with individual hours of trainer/mentors paid at the F hour rate. Each CAH is equivalent to 43.75 hours at the F hour rate.

Faculty will be paid on the basis of non-instructional timesheets at the F hour rate. The funding for compensation for faculty trainers/mentor is separate from the \$150,000 fund for transition/creation of courses in Canvas.

#### Training and Support

8. There will be an initial whole-group training for 20 individuals each in October 2016 for LPC, and March 2017 for CC, to prepare individuals to transition courses to Canvas. Attendees may serve as faculty mentor/trainers and/or as designated pilot faculty. Remaining seats (after allocating for the designated pilot faculty, faculty mentor/trainers, campus online course IT designee, and responsible administrators), will go first to current online instructors who will be transitioning classes to be taught in summer 2017 (LPC), or fall 2017 (CC).
9. Faculty members are encouraged to participate in training and support as they prepare courses on Canvas. The District will ensure that sufficient Canvas training and support are available to all interested faculty throughout the transition process and beyond. In order to provide and support both Canvas and Blackboard, the district shall ensure that the appropriate level of training and support resources is provided during the implementation of Canvas from October 2016 through June 2018 for both colleges.
10. The District will continue to support Blackboard through June 30, 2018, for faculty who are currently teaching online on Blackboard, and those who are using Blackboard to supplement their on-campus classes, as they transition to Canvas. However, effective with the start of the summer 2018 session, for classes taught online, and on-campus classes supplemented by online resources, the District will no longer provide access to Blackboard resources.
11. Nothing above is intended to limit faculty from obtaining support through Professional Development for matters related to online instruction, or to limit the use of FLEX resources to provide additional workshops and participation support related to the implementation of Canvas.
12. In the event that the district decides to join the OEI Course Exchange at a later date, the relevant impact effects must be negotiated prior to implementation.

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9/20/16

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