



SIDE LETTER

This SIDE LETTER OF AGREEMENT is entered into by and between the Mt. San Antonio Community College District (District), and Faculty Association and its Mt. San Antonio College unit members. This SIDE LETTER OF AGREEMENT shall not be deemed precedent setting.

***Intent:** This agreement addresses the department chair office hours related to COVID-19 for the Fall 2020 semester. This agreement does not address any other duties department chairs hold.*

1. Department chair office hours shall be communicated to division offices, faculty, and students. Division offices will post department chair contact information and availability on websites.
2. For fall 2020, all department chairs shall conduct a minimum of 50% of their required office hours synchronously per week. The remaining required office hours may be held either synchronously or asynchronously.
3. Synchronous office hours and “by appointment” meetings may be conducted via email, video, campus phone connection, or other communication tool that allows for immediate, synchronous response.
4. When possible, department chairs should conduct synchronous office hours via video. When possible, department chairs should offer the option of conducting “by appointment” meetings via video.
5. During asynchronous office hours department chairs will allow the option of synchronous meetings “by appointment”. This will be noted on the website. Such synchronous meetings “by appointment” shall not exceed required office hours.
6. As part of their asynchronous office hours, department chairs shall respond to inquiries within 48 hours Monday through Friday. This will be noted on the website.
7. For fall 2020, the portion of Article 10.M.1.a. in the contract stating department chair office hours are required on campus is suspended.

Definitions

Asynchronous – nonscheduled office hours spent throughout the week directly responding via email or other communication tools.

Synchronous – scheduled office hours spent throughout the week directly responding via email or other communication tools.

J.S. K.H.
J.SJS K.H. KH

ACCEPTED AND AGREED TO:


[Joan Sholars \(Sep 3, 2020 18:34 PDT\)](#)

Joan Sholars
President, Mt. San Antonio Faculty Association

Sep 3, 2020

Date


[Karelyn Hoover \(Sep 3, 2020 18:38 PDT\)](#)

Dr. Karelyn Hoover
Lead District Negotiator
Mt. San Antonio College District

Sep 3, 2020

Date