



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 faculty office hours related to COVID-19 for the winter 2021 intersession and spring 2021 semester.

1. Office hours shall be communicated to division offices and students via the course syllabus.
2. For winter 2021, full-time faculty members who have spread load or 11- or 12-month faculty with required office hours shall conduct a minimum of one synchronous office hour per week. The remaining required office hours may be held either synchronously or asynchronously.
3. For spring 2021, full-time faculty members with required office hours shall conduct a minimum of one synchronous office hour per week. The remaining office hours may be held either synchronously or asynchronously.
4. For winter 2021, adjunct faculty and full-time faculty teaching overload have no required office hours.
5. The course syllabus shall indicate the means by which students can communicate with faculty during synchronous and asynchronous office hours.
6. Faculty holding asynchronous office hours shall indicate the anticipated maximum response time to student inquiries. Response time should not exceed 48 hours Monday – Friday. This will be noted on the syllabus.
7. Faculty holding asynchronous office hours will allow students the option of synchronous meetings “by appointment”. This will be noted on the course syllabus. Such synchronous meetings “by appointment” shall not exceed required office hours.
8. Synchronous office hours and “by appointment” meetings can be conducted via email, video, campus phone connection, or other communication tool that allows for immediate, synchronous response.
9. If possible, faculty should conduct synchronous office hours via video. If possible, faculty should offer students the option of conducting “by appointment” meetings via video.
10. For spring 2021, Article 10.A. in the contract stating “Fulfillment of the teaching assignment by a minimum of two (2) hours per day for a minimum of three (3) days, but not more than five (5) days for each week of the adopted calendar” is suspended.

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11. For spring 2021, Article 10.B.2. in the contract stating “Office hours scheduled in locations other than faculty offices should be clearly posted on office doors” is suspended.
12. For spring 2021, Article 7.B stating adjunct office hours “shall be conducted in a synchronous mode and communicated to division offices and students via the course syllabus” is suspended. The one hour required for adjunct faculty office hours shall be held in either synchronous or asynchronous mode for spring 2021.
13. Faculty are not expected to exceed required office hours per week.
14. Faculty who are teaching face-to-face in spring 2021 shall not be required to hold face-to-face office hours.

Definitions

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

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

ACCEPTED AND AGREED TO:


Joan Sholars (Jan 6, 2021 16:25 PST)

Joan Sholars
President, Mt. San Antonio Faculty Association

Jan 6, 2021

Date


Karelyn Hoover (Jan 7, 2021 09:05 PST)

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

Jan 7, 2021

Date