



Strengthen, Increase, Promote and Advance

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 winter 2021 intersession, spring 2021 semester, and summer 2021 intersession.*


1. Department chair office hours shall be communicated to division offices, faculty, and students. Division offices may post department chair contact information and availability on division or department websites.
2. For winter 2021 intersession, spring 2021 semester, and summer 2021 intersession, all department chairs shall work with their dean or educational administrator to determine how best to schedule their office hours. These office hours shall be a combination of synchronous and asynchronous office hours.
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. Any recording of meetings shall not occur unless there is mutual agreement by all parties in the meeting.
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. Any recording of meetings shall not occur unless there is mutual agreement by all parties in the meeting.
5. During asynchronous office hours department chairs will allow the option of synchronous meetings “by appointment”. This may be noted on the division or department websites. 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 may be noted on the division or department websites.
7. For spring 2021 semester, the portion of Article 10.M.1.a. in the contract stating “Hours that would have been spent teaching will be required on campus” is suspended. The portion of Article 10.M.1.a. stating “department chair office hours [shall be met] per a regular schedule approved by the division dean” is suspended. The portion stating “1 LHE of reassigned time requires one regular office hour per week during the primary terms” remains in effect.

8. For winter and summer 2021 intersessions, the portion of Article 10.M.4. in the contract stating “the one-time commitment for intersession assignments for department chairs will be 42.67 hours per intersession” shall remain in effect. The portion of Article 10.M.4. in the contract that states “only 18 of these hours must be served on campus” shall be suspended. In lieu of 18 hours per intersession served on campus, these hours shall be completed as stated above in #2, with the remainder being served either asynchronously or synchronously.


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.

ACCEPTED AND AGREED TO:


Joan Sholars (Jan 5, 2021 10:32 PST)
Joan Sholars
President, Mt. San Antonio Faculty Association

Jan 5, 2021
Date


Karelyn Hoover (Jan 5, 2021 10:49 PST)
Dr. Karelyn Hoover
Lead District Negotiator
Mt. San Antonio College District

Jan 5, 2021
Date