

MEMORANDUM OF AGREEMENT

Distance Education Evaluation - Process and Forms

This Agreement is entered into between the Board of Higher Education and the Massachusetts Community College Council/MTA/NEA, Day and Division of Continuing Education units, in accordance with paragraph III of the Memorandum of Agreement between the parties dated September 28, 1998, and shall be considered an addendum to that Agreement, applicable to all distance education courses as defined under that Agreement. The parties agree that the collective bargaining agreements applicable to the Day Division and the Division of Continuing Education shall continue to apply to faculty in those respective units, and that, except as herein modified, all existing rights and benefits in those agreements shall remain in full force and effect and applicable to faculty in the Day Division and the Division of Continuing Education.

The parties agree as follows:

1. The Checklist for Course Materials attached hereto (Form DE-1) shall be used for all distance education courses. The information contained on that form shall be available to students on line for any course which is offered on line, and will be available to the College prior to publication of the course offering. In accordance with that Checklist and paragraph IV of the September 28, 1998, Memorandum of Agreement, faculty shall submit a Distance Education Course Interaction Plan, attached hereto (form DE-2).
2. Distance Education Evaluation of Instructor forms (Form DE -3 attached hereto) shall be distributed to students upon completion of approximately 80% of the course to be evaluated, or at the time of the issuance of the final grade roster, whichever is later. The College shall accept no evaluation instrument once grades have been distributed to students.
3. The Colleges shall tabulate the results of the evaluation instrument questions in accordance with their current practices except that the scores for questions 20, 21, 22, and 23 shall be separately tabulated and shall not be included in the overall faculty evaluation score.
4. Instructional observation for asynchronous courses shall utilize the attached form (Form DE-4), and the process for that observation shall be determined by the College after consultation with the instructor in a preconference. In the event that a distance education course is synchronous, the classroom observation shall be conducted in accordance with the day unit agreement. Frequency of observation of faculty shall be governed by the applicable collective bargaining agreement.

For the Employer:

Cynthia S. Denehy 3-9-01
Community College Counsel

James R. Brown 3-9-01
Community College Counsel

For the Union:

Joseph Rizzo, Chair 3-9-01
Mass. Community College Council

Michelle A. Gallagher, Spokesperson 3-9-01
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