

Side Letter Agreement  
between the  
All Faculty Association  
and  
Sonoma County Junior College District  
regarding

HyFlex Teaching

April 15, 2022

According to San Francisco State University, where the term “HyFlex” originated, HyFlex courses are class sections that allow students to choose from one class meeting to the next whether to attend face-to-face, online synchronously, or online asynchronously. The District’s current Student Information System (SIS) only allows students to enroll in a single section with a designated modality.

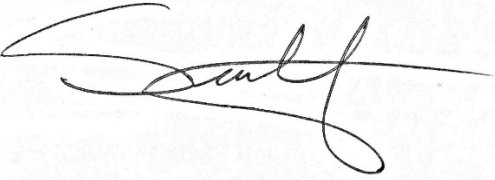
Scheduling an in-person section and then giving the students the option to attend the class online synchronously or asynchronously requires specific CCCC attendance accounting methods that would require re-programming the District’s SIS and would require attendance in a specific modality for at least one class meeting. The District is in the process of selecting a new Student Information System (SIS) and does not have the resources that would be needed to re-program at this time.

This Side Letter will remain in effect until the District notifies AFA that the scheduling options for HyFlex sections have changed, at which time AFA and the District agree to re-enter negotiations over the impacts and effects.

AFA and the District agree to the following provisions that provide options for faculty to choose to use multiple modalities in their classes within the constraints of the District’s SIS.

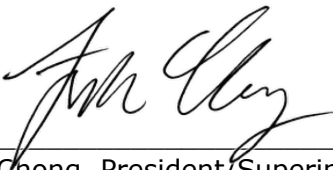
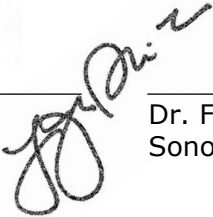
- A. Technology and technical support for the options described below will be provided by the District only as resources allow.
- B. The following scheduling options and accommodations are available at this time.
  - 1. **Combined-modality classes.** Multiple sections may be scheduled together with a combined class cap of no greater than a single section’s class limit. The sections may be any combination of in-person, synchronous online, or asynchronous online. Only one section will carry load.
    - a. Given the current limitations of the District’s SIS, students must enroll in a single section and complete that section in the modality of that section. Students may not switch between the modalities of the different combined sections (in-person and online attendance).
    - b. Prior to the start of the departmental scheduling process for the upcoming term and in accordance with regular departmental scheduling procedures, any faculty member may request a combined-modality class.

- c. Each semester, after Proof 2 data entry and before the Schedule of Classes goes live, the District will provide a report to AFA of all combined-modality sections. Supervising Administrators will notify AFA of associate faculty members and probationary contract faculty members who have been assigned a combined-modality class.
  - d. It is a departmental decision whether to offer combined-modality classes. Designation of a class as a combined-modality class is on an individual class basis and may not be a department-wide or programmatic decision.
2. **Support for absent students.** Faculty members may choose to provide students who are unable to attend class with available remote modalities or recordings to facilitate participation while absent.
- a. Absent students using a remote modality to attend class will not be counted as present for positive attendance purposes.
  - b. Students attending class in person will be notified when a class is being video conferenced or recorded and will sign a waiver when required by FERPA regulations.
- C. No faculty member may be compelled to use the options in B.1 or B.2.
- D. The District retains the right of assignment for combined-modality courses.
- E. If during an evaluation, technical difficulties related to using the options in B.1. or B.2. are encountered, constructive feedback and supportive recommendations are permitted, but no negative evaluation rating that affects an instructor's employment status may result.



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Sean Martin, President  
All Faculty Association



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Dr. Frank Chong, President/Superintendent  
Sonoma County Junior College District