

Memorandum of Understanding
between the
All Faculty Association
and
Sonoma County Junior College District
regarding
Faculty Members on Fall 2020 Guided Pathways Workgroups:
Selection, Job Duties, and Compensation
August 3, 2020

The Academic Senate has determined that during the Fall 2020 semester, the faculty will continue with Guided Pathways work, as follows. Recommendations will identify and briefly describe desirable projects that may be developed in a subsequent "design" phase.

A. Job Duties.

- 1. Mapping and Scheduling Workgroup Leads, two (2) positions.** Work in consultation with Academic Senate Executive Committee (ASEC). Facilitate the group's work on inquiry and providing multiple recommendations regarding clear, accessible Program Mapping; clear, logical, and effective alignment of sequenced courses; evaluation of existing course scheduling templates' strengths and weaknesses; and possible scheduling changes that support students and the College. Seek input from the faculty. Attend meetings with the Liaison; provide short written monthly reports to ASEC; present recommendations to Academic Senate by Senate-identified deadlines.
- 2. Introduction to College Workgroup Leads, two (2) positions.** Work in consultation with ASEC. Facilitate the group's work on inquiry into First-Year Experience Courses and other "college readiness" programs, making recommendations to the Academic Senate regarding possible development of (an) SRJC FYE course(s) and possible expansion of the College's summer bridge and other existing "readiness" programs. Seek input from the faculty. Attend meetings with the Liaison; provide short written monthly reports to ASEC; present recommendations to Academic Senate by Senate-identified deadlines.
- 3. Academic Support Workgroup Leads, two (2) positions.** Work in consultation with ASEC. Facilitate the group's work on inquiry and recommendations to the AS regarding existing and needed academic support for students and faculty, including but not limited to tutoring, including embedded tutors, readers, research supports, and prerequisite and co-requisite courses. Seek input from the faculty. Attend meetings with the Liaison; provide short written monthly reports to ASEC; present recommendations to Academic Senate by Senate-identified deadlines.
- 4. Re-Designing the Website Workgroup Leads, two (2) positions.** Work in consultation with ASEC. Facilitate the group's work on inquiry regarding the SRJC website's ease of access to information, other colleges' websites to identify possible models, and recommend to the Academic Senate specific improvements to the SRJC website in support of teaching and learning. Serve as a repository for website-

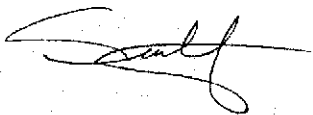
related needs and ideas identified by the other workgroups in the course of their research. Seek input from the faculty. Attend meetings with the Liaison; provide short written monthly reports to ASEC; present recommendations to Academic Senate by Senate-identified deadlines.

5. **ASEC-Workgroup Liaison**, one (1) position. Work in consultation with ASEC. Organize regular check-in meetings of the workgroup leads; ensure that workgroups are communicating with appropriate campus groups and, if appropriate, other colleges; provide workgroup leads with feedback regarding purview; with support from the Academic Senate's administrative assistant, oversee posting of meeting calendars and other workgroup materials on the Guided Pathways website; meet with and provide regular reports to ASEC.
6. **Workgroup Members**, up to four (4) per group or up to sixteen (16) total. Attend workgroup meetings as scheduled; perform tasks, as identified by workgroups, that directly support the charge of the workgroup.

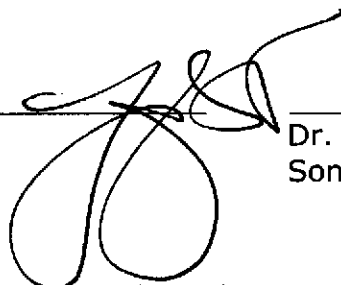
B. Selection Process.

1. The number of available positions and hours for leads, workgroup members, and the liaison is based on an allocation of the GP budget for work on recommendations, design, and implementation between August 2020 and Summer 2022.
2. Faculty members who participated in GP during 2019-20 will inform ASEC of their intention to participate into the Fall 2020 semester. In the event that the number of faculty members interested in continued participation exceeds positions, ASEC will partner with the Vice President of Academic Affairs (VPAA) and, for workgroup member positions, with Workgroup Leads to finalize appointments. Continuing faculty members may commence work as of the date of this Agreement.
3. Based on §1 and §2 above, ASEC will announce to all faculty members any available lead, liaison, and workgroup positions. The announcement will state any preferred qualifications based on workgroup focus, interested faculty members will apply by stated deadlines, and ASEC will fill available positions based on faculty members' statements of interest and previous experience related to workgroup focus.

C. Compensation. Workgroup leads, fourteen (14) percent reassigned time (RAT) or 86 hours at base hourly; liaison, ten (10) percent RAT or 61 hours at base hourly; members, seven (7) percent RAT or 43 hours at base hourly. Compensation will be for hours worked from the date of this agreement to October 30, 2020. Work performed will be time-sheeted according to usual District practices. No additional hours will be compensated without prior approval of ASEC and the VPAA.



Sean Martin, President
All Faculty Association



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

