

AGREEMENT

between the

COLLEGE OF THE SEQUOIAS COMMUNITY COLLEGE DISTRICT (DISTRICT)

and the

COLLEGE OF THE SEQUOIAS TEACHERS' ASSOCIATION (COSTA)

regarding

(COVID-19)

(FALL 2020-SPRING 2021 SEMESTER)

Facts

1. Sequoias Community College District ("District") and the College of the Sequoias Teachers' Association ("COSTA") are parties to a collective bargaining agreement defining the terms and conditions of employment relating to full-time faculty members.
2. In an agreement titled "Health and Safety" dated August 25, 2020 (see attached), both parties agreed to negotiate full-time faculty working conditions for the spring 2021 semester by October 31, 2020.

Agreement

The District and COSTA agree to the following:

1. All of the agreements reached in the "Health and Safety" Agreement dated August 25, 2020 (see attached) will be extended through the spring 2021 semester.
2. The requirements for teaching online as provided in COSTA Master Agreement §8.2.10.1.1 will be waived for faculty who have their 2021 semester classes shifted to online mode.
3. For Fall 2020 and Spring 2021, faculty meeting with lab classes via face-to-face or hybrid shall be compensated for the actual time he/she meets with his/her students. For example, during the spring 2021 semester, due to physical distancing requirements, an instructor may have to split his/her lab class(es) into multiple lab class(es). If an instructor splits his/her lab classes, any extra hours taught will be compensated accordingly.
4. For 2020-2021 faculty evaluations:
 - a. The online observation form (attached) will be used if the evaluation is for an online class.

- b. If the class is hybrid and the instructor desires to have his/her face-to-face class observed, the instructor may choose the online observation form, the standard observation form, or another mutually acceptable alternative observation form.
- c. The online observation shall approximate, as closely as possible, a face-to-face observation. For example, if the class is held synchronously, the observation shall be one 50-minute observation. If, however, the class is held asynchronously, the observation should concern itself with the activities and assignments of one day (or in some cases one week) of the class as determined by the faculty member being evaluated and the peer observer or dean.
- d. The attached student survey questions (adapted by DECOS for the online environment) shall be used for all online surveys.

In conclusion, the parties further agree to meet as soon as possible if any dispute arises as a result of this Agreement.

Dated: September 14 2020

For the Association:

David Hurst
David Hurst, COSTA President

For the District:

John Bratsch
John Bratsch (Dean, HR/Legal Affairs)

AGREEMENT
between the
COLLEGE OF THE SEQUOIAS COMMUNITY COLLEGE DISTRICT (DISTRICT)
and the
COLLEGE OF THE SEQUOIAS TEACHERS' ASSOCIATION (COSTA)
regarding
HEALTH AND SAFETY

For the fall 2020 semester, with the exceptions noted below, all FT faculty counseling, librarian, and most faculty assignments will be conducted online through Distance Education Instruction and other district-approved online methods. The District and Association agree to negotiate spring 2021 semester plans by October 31, 2020. This agreement does not preclude the negotiation of additional terms.

With the exceptions noted below, faculty will hold up to three office hours online asynchronously and at least two hours will be held synchronously through ConferZoom, phone, or other similar sources and scheduled with the supervising dean and noted on the syllabus. Faculty with release or on bank time will schedule office hours proportionate to their teaching load.

If FT faculty choose to meet a class or an individual for in-person labs, exams, office hours, or librarian/counseling sessions, the District agrees to these additional provisions:

- a. There will be no coercion or pressure to teach or meet in-person.
- b. A form (attached) will be filled in by faculty prior to the semester (for labs and exams) or at least one week prior to a face-to-face meeting (for office hours or appointments). The form must be approved by the appropriate manager and facilities must be notified of any required cleaning. Faculty and the District must take into consideration social distancing guidelines and pedagogical needs within assigned classroom space when determining class cap/size reduction.
- c. Facilities is responsible for any furniture rearranging, if required, sanitization of spaces and surfaces in classrooms/labs between classes and after last use each day or prior to first use each day and provide necessary sanitation supplies and training to faculty to accommodate additional sanitizing and/or student use per CDC guidelines for instruction.
- d. The District agrees to provide barriers in office spaces or alternative locations to meet social distancing guidelines where necessary.
- e. The District will commit to make its best efforts to acquire face coverings and other safety supplies as available.

Students unable to wear appropriate PPE for medical reasons must make arrangements for remote instruction/advising. In the event of a student's/student's' refusal to meet the established health and safety standards (*ie*, refusal to wear the appropriate PPE or maintain appropriate social distance), the unit member may remove the student(s) from class or end the appointment. In the case of refusals to abide by established safety standards, the student(s) may be referred to the BIT program.

Faculty will be encouraged to include the following statement on all their class syllabi: "all employees

and students must wear face coverings in all indoor public spaces and in outdoor spaces where physical distancing cannot be maintained.

Faculty and staff agree to abide by all campus health and safety protocols.

Dated: August 25 2020

For the Association:

David Hurst

David Hurst, COSTA President

For the District:

John Bratsch

John Bratsch (Dean, HR/Legal Affairs)

Faculty Online Classroom Observation
College of the Sequoias

Faculty Name:		Date	
Course:		Topic	
Evaluator			

Category	Observed	Not Observed	Comments
Planning			
Shows evidence of advanced preparation			
Communicates objectives of the class session to the students.			
Provides clear and meaningful assignments related to content and objectives.			
Communication Techniques			
Initiates regular and effective contact			
Use of vocabulary is appropriate to content and class level.			
Clearly presents ideas, statements and objectives			
Presentation			
Course progresses in an organized manner			
Emphasizes and summarizes major points			
Encourages independent thinking			
Demonstrates current knowledge of the subject.			
Uses examples to clarify content.			
Course content maintains student interest and attention			
Conveys a sense of enthusiasm			
Teaching methods enable students achieve course objectives			
Course content includes multi-media material			
Employs a variety of materials and techniques appropriate to varying abilities and backgrounds.			
Makes realistic provisions for differences in ability, experience, physical handicap, and cultural values.			
Meets accessibility requirements			
Interactive Techniques			
Encourages questions			
Acknowledges all questions			
Gives constructive, clearly stated, thoughtful answers			
Evaluates student reasoning and understanding			
Initiates relevant student participation and interaction			
Displays flexibility and respect for the ideas of others.			
Student Relations			
Creates a feeling of genuine interest in student progress			
Class atmosphere reflects mutual respect and regard			
Ascertains that students understand difficult areas before moving on.			
Helpful when students have difficulty.			
Demonstrates sensitivity to the needs and feeling of others.			
Able to handle student discipline.			

Evaluator's Signature: _____
 The signature below indicates this observation has been discussed with me but does not constitute consent or agreement. I understand I may prepare a narrative statement to be attached to this
 Faculty Member's Signature: _____

Date:



College of the Sequoias Evaluation Questionnaire – Full Time Instructors

Directions: Bubble in the CRN first. Then respond to the 20 questions below.

Course: _____

Instructor: _____

Semester / Year: _____

Course CRN

0	0	0	0	0
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9

1 Strongly Disagree	2 Disagree	3 Agree	4 Strongly Agree
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- | | |
|--|-----------------|
| 1. The materials used for this course/appointment/interaction were helpful | (1) (2) (3) (4) |
| 2. The objectives of this course/appointment/interaction were explained and met | (1) (2) (3) (4) |
| 3. The course/appointment/interaction was well organized | (1) (2) (3) (4) |
| 4. I had the opportunity to ask questions | (1) (2) (3) (4) |
| 5. I was able to get personal assistance, if needed | (1) (2) (3) (4) |
| 6. The instructor/counselor/librarian initiated contact and student interactions | (1) (2) (3) (4) |
| 7. Questions were adequately covered during the course/appointment/interactions | (1) (2) (3) (4) |
| 8. The instructor/counselor/librarian was clear when answering questions | (1) (2) (3) (4) |
| 9. The instructor/counselor/librarian was receptive to student views and opinions | (1) (2) (3) (4) |
| 10. Enough time was allowed for exams/assignments/questions/discussion | (1) (2) (3) (4) |
| 11. The methods used by the instructor/counselor/librarian were effective | (1) (2) (3) (4) |
| 12. The instructor/counselor/librarian is knowledgeable in their area of expertise | (1) (2) (3) (4) |
| 13. The instructor/counselor/librarian is enthusiastic about teaching/assisting students | (1) (2) (3) (4) |
| 14. The instructor/counselor/librarian shows respect for students regardless of ethnicity, gender, or orientation .. | (1) (2) (3) (4) |
| 15. The results of the course/appointments/interaction accurately reflects my performance | (1) (2) (3) (4) |
| 16. The instructor/counselor/librarian is accommodating to students of all abilities | (1) (2) (3) (4) |
| 17. A proper atmosphere for learning/discussion/assistance was maintained | (1) (2) (3) (4) |
| 18. The course/appointment/interaction was beneficial towards my educational goals | (1) (2) (3) (4) |
| 19. If asked, I would recommend this instructor/counselor/librarian to other students | (1) (2) (3) (4) |
| 20. If asked, I would recommend this course/service to other students | (1) (2) (3) (4) |



The Student's Evaluation of Educational Quality

Directions: This evaluation form is intended to measure your reactions to this instructor and course as part of the overall evaluation of the instructor. Your responses will remain anonymous and summaries will not be given to the instructor until after grades have been assigned.

Course: _____

Instructor: _____

Circle the best response for each of the following statements:

0 <i>Does Not Apply</i>	1 <i>Strongly Disagree</i>	2 <i>Disagree</i>	3 <i>Neutral</i>	4 <i>Agree</i>	5 <i>Strongly Agree</i>
1. You found the course challenging and stimulating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. You have learned something which you consider valuable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Your interest in the subject has increased because of this course	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The materials used in this course, such as textbooks, handouts, videos etc. are helpful	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The instructor was enthused about this topic	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The instructor uses humor to enhance presentations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The instructor inspires my interest in the course material	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. The instructors' explanations were easy to understand	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. The instructor presents materials in a neat, organized and professional way	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. The instructor provided a syllabus that made the course objectives and requirements clear	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. The instructor uses class activities productively	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. The instructor initiated class discussions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. Students were encouraged to ask questions and were given meaningful answers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. The instructor uses a variety of teaching methods (such as discussion, group activities, demonstrations, or out of class projects)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. The instructor treats students with respect regardless of ethnicity, gender, or orientation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16. The instructor is accommodating to students of all abilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17. The instructor is accessible to students through office hours, email, phone, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18. The tests, quizzes, critiques, and assignments relate well to the subject matter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19. Assignment dates were clearly defined	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20. Students were graded according to the instructor's established standards.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21. The instructor returns graded assignments and exams within a reasonable time.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22. The instructor gives helpful feedback without student's work and progress.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
23. Overall I would rate this instructor (0 being worst, 5 being best)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

(Comments on Reverse Side)



OPEN ENDED COMMENTS

Please indicate the important characteristics of this instructor/course which has been most valuable for your learning experience.

Please indicate characteristics of this instructor/course which you feel are most important for him/her to work on improving (particularly aspects not covered by rating items).

What might you have contributed to the course to improve your experience?

Please use the additional space to clarify any of your responses or to make other comments.

Thank You for Completing This Survey



Student Perception Report Voluntary

Course Title: _____ Course Number: _____

Instructor(s): _____

To be made available for students to complete in the Dean's Office. Kept confidential in the Dean's Office; however, reviewed with faculty by Dean. Originals are then given to faculty.

MARKING DIRECTIONS: Please answer each question by shading in the bubble that best represents your view.

6 Strongly Agree	5 Agree	4 Uncertain	3 Disagree	2 Disagree Strongly	1 Not Applicable
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Please Rate the Following:

1. This course challenged my abilities (6) (5) (4) (3) (2) (1)
2. This instructor effectively communicated the content of the course (6) (5) (4) (3) (2) (1)
3. The instructor communicated his/her expectations of the student (6) (5) (4) (3) (2) (1)
4. The instructor was well prepared for class (6) (5) (4) (3) (2) (1)
5. The instructor provided a clear syllabus at the beginning of the course (6) (5) (4) (3) (2) (1)
6. The expression of the differing viewpoints was encouraged (6) (5) (4) (3) (2) (1)
7. The instructor used multi-media or other teaching tools, which improve my understanding of the course content (6) (5) (4) (3) (2) (1)
8. The instructor was available for advice and assistance (6) (5) (4) (3) (2) (1)
9. The textbook for this course were relevant to the subject (if applicable) (6) (5) (4) (3) (2) (1)
10. The readings for the course were relevant to the subject (if applicable) (6) (5) (4) (3) (2) (1)
11. The quizzes/test were fair (if applicable) (6) (5) (4) (3) (2) (1)
12. I would recommend this course to a friend (6) (5) (4) (3) (2) (1)
13. The instructor was an effective teacher (6) (5) (4) (3) (2) (1)

Student Perception Report

Art Studio Evaluation Only

14. Critiques were effective (6) (5) (4) (3) (2) (1)
15. The course helped me to develop my creative potential (6) (5) (4) (3) (2) (1)
16. The course helped me to develop my artistic judgment (6) (5) (4) (3) (2) (1)
17. The instructor was responsive to the specific needs of the class (6) (5) (4) (3) (2) (1)
18. The instructor allowed experimentation within the medium (6) (5) (4) (3) (2) (1)
19. The instructor encouraged creative and experimental applications to principles taught (6) (5) (4) (3) (2) (1)
20. The instructor worked with individual students to promote personal potential (6) (5) (4) (3) (2) (1)
21. The instructor was enthusiastic about the subject taught (6) (5) (4) (3) (2) (1)
22. The instructor was responsive to student questions (6) (5) (4) (3) (2) (1)
23. The instructor allowed students to risk new ideas (6) (5) (4) (3) (2) (1)

Science Laboratory Evaluation Only

24. The laboratory exercises were well coordinated with the lecture topics (6) (5) (4) (3) (2) (1)
25. There was enough discussion of results after experimental labs (6) (5) (4) (3) (2) (1)
26. Materials were readily available during the lab period (6) (5) (4) (3) (2) (1)
27. The lab instructor was available during the lab period (6) (5) (4) (3) (2) (1)
28. The lab instructor explained lab procedures and safety precautions pertinent to the exercises (6) (5) (4) (3) (2) (1)

(Comments on Next Page)



Student Perception Report

Written Comments Section

A. What were the strengths of this course?

B. What were the weaknesses of this course?

C. What is your opinion about the teaching you received in this course?

D. What is your overall opinion about this course?

Thank You for Completing This Survey