

**MEMORANDUM OF UNDERSTANDING
REGARDING ADULT EDUCATION AND NONCREDIT CLASSES**

May 2, 2017

As a result of participation in the Adult Education Block Grant (AEBG) and other initiatives focused on noncredit education, Santa Monica College seeks to develop and offer new, short-term vocational adult education and noncredit courses to effectively serve the identified target populations of AEBG and to meet other associated workforce and academic needs. For the pilot period between April 2017 and negotiations leading to the next collective bargaining agreement between the District and the Faculty Association, the parties agree as follows:

1. Newly approved short-term vocational, adult education and noncredit courses shall be assigned a load factor of 0.75.
2. Faculty members teaching these courses will be compensated for 10 minutes of office hours per weekly teaching hour. For example, a course with 36 total instructional hours will yield 360 minutes of paid office hour time for the instructor of record.
3. A comprehensive budget analysis related to the operation of adult education and noncredit courses and programs shall be completed for the time period of the pilot.
4. The goal for maximum class size shall be consistent with classes in the associated credit discipline. Data will be collected regarding student attendance to assess and inform enrollment management practices.
5. Given the fluctuating nature of student attendance in adult education and noncredit courses, no class that has maintained an average of 12 students over the first 50% of the course meetings shall be considered for cancellation unless class attendance falls to zero for two consecutive class meetings. If class attendance is perceived by the District to be lower than optimal, the faculty member shall be asked to assist in gathering data and feedback from students to investigate the reasons behind such low attendance.
6. New short-term vocational adult education, noncredit and credit courses in the same area of study as defined by TOP code that also require the same departmentally determined minimum qualifications for instructors, shall count as a single "discipline" in the context of earning Associate Faculty status.

Stipends for approved activities and additional program responsibilities shall be awarded to faculty teaching in newly approved adult education and noncredit courses that are part of a grant or special program. The activities will be discussed and approved by the Dean Noncredit and External Programs before any work begins. Faculty will be required to submit "time and effort" reports for grant recordkeeping. Stipends shall be consistent with Appendix R of the collective bargaining agreement.


Examples of such activities include but are not limited to the following:

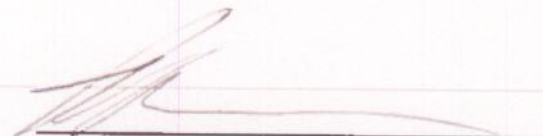
- a. Comprehensive data collection related to student enrollment, persistence, retention and success shall be gathered and analyzed on an ongoing basis. Participation in the development of surveys and evaluations to assess the effectiveness of instruction, student satisfaction, and workforce outcomes.

- b. Participation in and/or presentations at meetings such as the Santa Monica Regional Consortium for Adult Education.
- c. Meetings to discuss and plan the logistics of offering the new courses, promotion and recruitment plans and activities.
- d. Curriculum revision and/or new curriculum development.
- e. Purchasing and tracking instructional materials and equipment.
- f. Meeting with community and business partners to support referral of new students as well as tracking completer's transition from SMC to gainful employment.

When negotiations for the 2019-2022 contract begin, the Faculty Association and Santa Monica Community College District shall bargain regarding the ongoing compensation and working conditions for faculty with assignments that are classified as adult education and noncredit. The data gathered as stipulated above shall inform the discussions and support the effort to reach a long-term agreement on adult education and noncredit courses.

This MOU applies only to faculty teaching the newly approved adult education and noncredit courses as described above and has no application or precedent to any other faculty members teaching in any other area. This MOU shall apply to new, adult education and noncredit courses approved by the Curriculum Committee unless either party requests to meet to discuss whether this MOU should be applicable to any such new course.


For The District


For The Faculty Association

Noncredit LF 0.75, including 10 min of office hours per WTH:

STEP	GROUP I	GROUP II	GROUP III	GROUP IV
1	83.35	85.80	88.19	89.82
2	84.90	87.38	89.82	91.43
3	86.57	88.98	91.43	93.01
4	88.14	90.57	93.07	94.59
5	89.85	92.18	94.65	96.16
6	91.50	93.84	96.31	102.55