

**Memorandum of Understanding
By and Between the
SBCC Faculty Association (“FA”)
and the
Santa Barbara Community College District**

February 29, 2020

**Compensation of Department Chairs for Curriculum Work Done
For Review and Opinion of Noncredit Courses**

This Memorandum of Understanding (MOU) is entered into by and between the SBCC Faculty Association (FA) and the Santa Barbara Community College District. The parties agree to the following:

1. This agreement supersedes any prior agreements related to compensation to credit department chairs for review of noncredit curriculum.
2. This agreement applies only to work completed by credit department chairs (or their designees) to provide timely review and opinion for noncredit courses that come forth in the Curricunet workflow to credit department chairs. (See Appendix A below).
3. School of Extended Learning continues to be interested in receiving credit faculty's review and opinion of its curriculum when it is related to a credit subject area.
4. Previous work to update noncredit curriculum has resulted in a review of the majority of courses under the previous MOUs, dated May 25 and July 25, 2018.
5. Given the advent of the MOU between the District and the Noncredit Faculty Meet and Confer, noncredit faculty receive professional development and support for curriculum development and pedagogy.
6. The Noncredit Curriculum Faculty Liaison will provide training to noncredit faculty who write curriculum as well as an additional layer of review before any proposal goes to the credit chairs.
7. A stipend will be paid to the department chair at the non-teaching contractual rate for a flat rate of one hour per course or program for providing comments in Curricunet and submitting as reviewed in the noncredit workflow. This stipend will be paid after submitted as “reviewed” in the noncredit workflow on a semester by semester basis.

8. If another round of review and opinion is required, and the course or program returns to the credit department chair in the workflow, a new stipend for one-hour shall be paid upon submission as "reviewed" in the noncredit workflow.
9. This Memorandum of Understanding is effective July 1, 2019 through June 30, 2021.

FOR THE ASSOCIATION:



Cornelia Alsheimer-Barthel
President, Faculty Association

FOR THE DISTRICT:



Michael Shanahan
Vice President of Human Resources
Santa Barbara Community College District

2/28/20

Appendix A: Noncredit WorkFlow

1. Originator
2. Noncredit Dean
3. Credit Dept Chair (No "Hold for Changes" option)
4. CAC Rep
5. Curriculum Coordinator
6. SLO/Dist Ed
7. Pub Editor
8. CAC Chair
9. VP S.E.L.
10. EVP
11. BOT
12. Implementation