



Contra Costa Community College District
500 Court Street
Martinez, California 94553
925.229.1000 www.4cd.edu

**Memorandum of Understanding
Between Contra Costa Community College District (4CD) and United Faculty of 4CD (UF)
Regarding Temporary Suspension of Article 27.2 for Fall 2024 Only**

8/26/2024

Whereas Article 27.2 of the UF/4CD Collective Bargaining Agreement (CBA) requires that all faculty “who teach online (including partially online or hybrid courses) must have successfully completed a professional development program (course or mentorship) in online pedagogy and technology (including Learning Management System [LMS] competency) approved by the Districtwide Distance Education Council (DDEC), which shall include campus Distance Education Committee Chairs”; and

Whereas some faculty who have not completed 4CD’s approved course in Becoming an Effective Online Instructor (BEOI) or presented evidence of equivalent professional development to the DDEC, as described in Article 27.2.5, including some who were “late hires” or “emergency hires,” have been scheduled to teach online or hybrid classes in fall 2024;

After discussion and consultation, UF and 4CD have agreed as follows:

1. All faculty who are scheduled to teach online or hybrid classes in fall 2024 (excluding winter cyber-session) as of the time of this MOU, as well as any additional faculty hired between now and the start of fall 2024 classes (including late-start classes), will be permitted to teach the classes to which they have been assigned for fall 2024 only;
2. No faculty member who has not completed BEOI (or submitted evidence of having completed equivalent professional development that has been approved under Article 27.2.5) will be permitted to teach online or hybrid courses in spring 2025 or during the winter cyber-session (and the temporary suspension of Article 27.2 under this MOU will expire at the conclusion of the fall 2024 semester).
3. Faculty who will teach online or hybrid courses in fall 2024 under the provisions of this MOU are strongly encouraged to enroll in 4CD BEOI class offered 10/7/2024-11/22/2024. This asynchronous class will support faculty who are taking the class

concurrent with their online teaching. Faculty who teach in fall 2024 under the provisions of this MOU but who do not complete the fall 2024 BEOI course might not be offered online or hybrid classes in the spring (since their status at the time of scheduling and staffing will be “ineligible to teach online”) and will need to complete the Winter session of BEOI, offered 12/30/20024-1/26/2025, to be eligible to teach online or hybrid classes in spring 2025.

This MOU does not set precedent and does not modify the collective bargaining agreement in any way.


Emma Rogers (Aug 26, 2024 10:07 PDT)

Emma Rogers
Dean of Distance Education, 4CD


Jason Mayfield (Aug 26, 2024 10:05 PDT)

Jason Mayfield
President, United Faculty


Jeffrey Michels (Aug 26, 2024 10:24 PDT)

Jeffrey Michels
Associate Vice Chancellor, Chief Human Resources Officer, 4CD