

COLLECTIVE BARGAINING AGREEMENT  
BETWEEN THE  
BOARD OF TRUSTEES  
OF THE  
MIRACOSTA COMMUNITY COLLEGE DISTRICT  
AND THE  
MIRACOSTA COLLEGE ACADEMIC ASSOCIATE FACULTY  
CCA/CTA/NEA  
FOR THE PERIOD  
July 1, 2021 – June 30, 2024

c. STEP THREE: The appropriate vice president shall review any workload factor requests submitted by the dean by the end of week 12 of the spring semester. The vice president shall notify the Association president of their approval or denial of the request, and any proposed workload factor. The vice president shall provide the Association at least ten (10) business days to respond before forwarding an approved recommendation to the superintendent/president.

Upon receipt of an appeal from the department, the vice president shall form a workload review team to make a final recommendation. The workload review team shall consist of the appropriate vice president, one dean, the Vice President of Human Resources or designee, the Association president or designee, a full-time faculty representative or designee, and one faculty member mutually agreed upon by the parties. To the extent practicable, the third faculty member will alternate between full-time and associate faculty. None of the members of the workload review team may be the dean or faculty member of the department making the request. All appeals shall be reviewed within four (4) weeks from the date of receipt of appeal documents by the appropriate vice president. If the workload review team does not agree with the department's recommendation, a written rationale will be provided to the department and dean. All final recommendations shall be submitted to the superintendent/president.

d. STEP FOUR: The superintendent/president considers the request and chooses one of the following courses of action:

- i. If the superintendent/president supports the request, and the request has no fiduciary impact, the superintendent/president's decision will be communicated to the appropriate vice president for implementation within ten (10) business days.
- ii. If the superintendent/president supports the request and the request has a fiduciary impact, the superintendent/president will present the recommendation to the Board of Trustees at the next Board business meeting. If the Board approves the request, the decision will be communicated to the appropriate vice president for implementation. If the Board does not approve the request, the superintendent/president will provide a written rationale to the appropriate vice president and the Association.
- iii. If the superintendent/president does not support the request, the superintendent/president will provide a written rationale to the appropriate vice president and the Association within ten (10) business days.

7.1.4 Workload Scheduling for Distance Education. Beginning in fall 2022, all unit members assigned to teach distance education courses shall be required to meet the two online certification requirements described below. Those who complete the required district training and certification form will be certified to teach online.

a. **District Provided Training:** Complete a district approved training by the start of the fall 2022 semester covering: the Federal Education Rights and Privacy Act (“FERPA”), copyright, and accessibility standards. Training completed at another institution of higher education may be submitted for approval by the District in order to satisfy this requirement. The training shall be available to unit members without charge, as self-paced online, by the start of the fall 2021 semester, as follows:

- i. **Initial training:** The initial certification training shall be no longer than three (3) hours for all required content.
- ii. **Refresher training:** Unit members shall be required to complete a refresher training once every four (4) years to maintain currency to teach online. The refresher training shall be no longer than ninety (90) minutes for all required content.

b. **Certification Form:** Unit members shall be required to sign the *MiraCosta Online Class Requirements Self- Checklist*, which is attached as Exhibit G. By signing the certification form, unit members agree to abide by all recommendations on the checklist. Those who do so are agreeing to meet these recommendations in each class taught in an online or hybrid format on an ongoing basis. Unit members shall be required to recertify once every four (4) years to maintain currency to teach online.

The appropriate dean or designee shall document that all unit members who are assigned to teach distance education courses have satisfied the certification requirements above. The dean or designee shall maintain a comprehensive list of certified online instructors, and shall consult this list prior to assigning a unit member to teach a distance education course in accordance with department and district procedures.

The district must inform unit members when recertification is required at the beginning of the academic year that the certification will expire. If a recertification notice is not provided on time, the unit member will maintain certification until notice is given and the unit member is afforded three (3) months to complete the process.

Exceptions to this requirement may be granted by the appropriate vice president, such as in emergency situations that require late instructor assignments. Efforts will be made to provide appropriate distance education training to the unit member during the semester of the assignment.

c. **Compensation:** During the 2021-2022 academic year, unit members who complete the distance education online certification process will be compensated for this time upon completion at half of their hourly rate in Appendix A or B.

7.1.5 Workloads and affiliated compensation for office hours, flex activities, and special non-instructional assignments as provided within this agreement shall be excluded from computation of assignment limits to the extent allowed by law (Education