MEMORANDUM OF UNDERSTANDING
BETWEEN THE
CERRITOS COMMUNITY COLLEGE DISTRICT
AND THE
CERRITOS COLLEGE FACULTY FEDERATION (LOCAL 6215, CFT/AFT, AFL-CIO)

Student Evaluations of Faculty

April 30, 2013

This Memorandum of Understanding (MOU) regarding the procedures employed for student evaluations of all faculty, shall clarify the usage of results, and evaluation methods for the Spring 2013 and Fall 2013 semesters.

The parties to this MOU understand and agree to the following:

1. The results from the student evaluations of faculty conducted on-line during the Fall semester 2012 shall be set aside by the District for use in adjunct and regular full-time faculty peer evaluations. The results from the student evaluations of probationary faculty may be used in peer and administrative evaluations. All adjunct and regular faculty may opt to have their Fall 2012 student evaluations used in their peer and/or administrative evaluations.

2. During the Spring semester 2013, all probationary faculty student evaluations will be conducted by paper.

3. During the Fall semester 2013, all probationary faculty student evaluations will be conducted by paper.

4. During the Spring semester 2013, student evaluations of adjunct faculty will be conducted by paper. (Note: Student evaluations of adjunct faculty teaching the first nine-week term were conducted online with the opportunity for adjunct faculty to opt for paper evaluations.)

5. During the Fall semester of 2013, adjunct faculty and regular full-time faculty with the last names beginning with letters “A” through “M” will have their student evaluations conducted by paper. Adjunct faculty and regular full-time faculty with the last names beginning with letters “N” through “Z” will have their student evaluations conducted through an on-line process using TalonNet with faculty notification to students of the timeline for this evaluation. With proper notification, both adjunct and regular full-time faculty may opt to use the on-line or the paper procedure for their student evaluation.
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6. All of the evaluation criteria, whether on paper or on-line, will be listed without numbers and presented in the order of the paper evaluations used prior to Fall 2012.

7. The data gathered from the Spring 2013 and Fall 2013 semesters shall be aggregated and used institutionally for all faculty.

8. The Student Success Center will avoid conducting on-line Student Learning Outcomes (SLOs) and/or student engagement surveys at the same time as faculty using TalonNet for their student evaluations.

9. The CCFF and the District will put together a Task Force that will propose future processes to be used in student evaluations. Recommendations will be presented by the task force to the District and CCFF no later than December 6, 2013.

Signatures on the memorandum of Agreement by designated representatives of the District and CCFF shall be binding on both parties effective upon execution of this document agreed to on April 30, 2013.

For CCFF, Local 6215, CFT/AFT, AFL-CIO:

Ms. Georgia Well  
Vice President, Chief Negotiator  
5/9/13

Dr. Solomon Namala  
President

For the Cerritos Community College District:

Dr. Mary Anne Gularte  
Vice President, Human Resources/Assistant Superintendent

Dr. Linda L. Lacy  
President