MEMORANDUM OF UNDERSTANDING BETWEEN
THE CERRITOS COMMUNITY COLLEGE DISTRICT AND
THE CERRITOS COLLEGE FACULTY FEDERATION (AFT LOCAL 6215)

Assignment -- Student Learning Outcomes

This Memorandum of Understanding (MOU) regarding the topic of Student Learning Outcomes shall remain applicable until the parties reach a mutual agreement on the subject, which is scheduled to be negotiated during the 2013-2014 collective bargaining process, or through June 30, 2014, whichever comes first:

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

1. To make clear that SLO work is a component of faculty duties and responsibilities, which are subject to evaluation, include the following statement in the Faculty Handbook under the heading "FACULTY ASSIGNMENT GUIDELINES."

"Full-time faculty will participate in the development and assessment of student learning outcomes and adjunct faculty will participate in the assessment of student learning outcomes."

2. The parties agree that the results of student learning outcomes shall not be used in the evaluation of any faculty member nor in any manner that would undermine either local bargaining authority or academic freedom of individual faculty members.

3. The parties agree to include in the Faculty Evaluation Criteria Form under IV. Acceptance of Responsibility:
   f) Follows up and meets responsibilities and duties outlined in the Memorandum of Understanding "Faculty Assignment Guidelines" as amended on October 21, 2013.

4. The parties agree to the terms of this MOU for the duration of the 2013–2014 collective bargaining process, which terminates on June 30, 2014 or upon the successful negotiations and settlement of Article 6: Assignment in the contract of Cerritos College Faculty Federation, whichever comes first.

Signatures of this 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 October 23, 2013,

For the Cerritos Community College District:

Dr. Linda Lacy
President / Superintendent

Dr. Mary Anne Gularte
Vice President, Human Resources

For the Cerritos College Faculty Federation (AFT Local 6215):

Dr. Solomon Namala
President

Armando Soto
Vice President /Chief Negotiator
CERRITOS COMMUNITY COLLEGE DISTRICT
FACULTY EVALUATION CRITERIA FORM

Evaluatee: ___________________________ Area of Responsibility: ___________________
(print name) Division: ___________________________ Semester/Year: ___________________

I. KNOWLEDGE OF SUBJECT MATTER

a) Has a comprehensive knowledge of the subject/area of responsibility (degrees and experience)

☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory ☐ Not Applicable

b) Maintains currency in the discipline/area of responsibility

☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory ☐ Not Applicable

c) Is well informed on available materials

☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory ☐ Not Applicable

d) Knows basic methods of testing, evaluating, test interpretation and assessment of students' skills, issues and concerns

☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory ☐ Not Applicable

Comments:

II. TECHNIQUES OF INSTRUCTION AND/OR PERFORMANCE:

PRESENTATION/INTERACTION WITH STUDENTS/STUDENT EVALUATIONS

a) Adheres to content and objectives of course outline of record

☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory ☐ Not Applicable
b) Follows objectives appropriate to area of responsibility

☐ Satisfactory  ☐ Needs Improvement  ☐ Unsatisfactory  ☐ Not Applicable

c) Organizes lessons/activities to meet student needs

☐ Satisfactory  ☐ Needs Improvement  ☐ Unsatisfactory  ☐ Not Applicable

d) Presents the material and information with clarity

☐ Satisfactory  ☐ Needs Improvement  ☐ Unsatisfactory  ☐ Not Applicable

e) Shows interest in subject/area of responsibility

☐ Satisfactory  ☐ Needs Improvement  ☐ Unsatisfactory  ☐ Not Applicable

f) Makes effective use of time

☐ Satisfactory  ☐ Needs Improvement  ☐ Unsatisfactory  ☐ Not Applicable

g) Maintains an environment conducive to student learning/participation and development

☐ Satisfactory  ☐ Needs Improvement  ☐ Unsatisfactory  ☐ Not Applicable

h) Uses appropriate methods, materials and techniques responsive to needs of students and consistent with department/area practices

☐ Satisfactory  ☐ Needs Improvement  ☐ Unsatisfactory  ☐ Not Applicable
Evaluatee: ___________________________ Fall / Spring Semester Year: 
(print name)

Division: ___________________________ Evaluatee’s Discipline: ____________

i) Uses appropriate methods of evaluation

☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory ☐ Not Applicable

Comment:

III. EFFECTIVENESS OF COMMUNICATION

a) Demonstrates proficiency in written and oral English enabling clear, effective communication

☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory ☐ Not Applicable

b) Explains fully objectives, procedures and methods of evaluation

☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory ☐ Not Applicable

c) Explains fully alternatives, approaches, responsibilities and methods for success

☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory ☐ Not Applicable

d) Communicates interest in the subject matter/area of responsibility

☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory ☐ Not Applicable

e) Shows poise, confidence and occasional humor

☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory ☐ Not Applicable

f) Maintains appropriate role in students/faculty relationship

☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory ☐ Not Applicable
IV. ACCEPTANCE OF RESPONSIBILITY

a) Is punctual and meets scheduled obligations

☐ Satisfactory  ☐ Needs Improvement  ☐ Unsatisfactory  ☐ Not Applicable

b) Follows up on responsibilities to students and staff

☐ Satisfactory  ☐ Needs Improvement  ☐ Unsatisfactory  ☐ Not Applicable

c) Maintains records satisfactorily

☐ Satisfactory  ☐ Needs Improvement  ☐ Unsatisfactory  ☐ Not Applicable

d) Attends assigned meetings

☐ Satisfactory  ☐ Needs Improvement  ☐ Unsatisfactory  ☐ Not Applicable

e) Is cooperative and willing to accept constructive criticism, when it is given in an appropriate manner

☐ Satisfactory  ☐ Needs Improvement  ☐ Unsatisfactory  ☐ Not Applicable

f) Follows up and meets responsibilities and duties outlined in the memorandum of Understanding “Faculty Assignment Guidelines” as amended on October 21, 2013.

☐ Satisfactory  ☐ Needs Improvement  ☐ Unsatisfactory  ☐ Not Applicable
Evaluatee: ___________________________ Fall / Spring Semester Year: 
(print name)
Division: ___________________________ Evaluatee’s Discipline: ___________________________

Comment:


V. OVERALL RATING

☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory ☐ Not Applicable

Comment:

VI. ADDITIONAL COMMENTS:

1. Signatures of Evaluation Team Members:

_________________________ ___________________________
Signature Signature

_________________________ ___________________________
Date Date

2. Signature of Dean/Area Administrator:

_________________________
Signature

_________________________ 
Date
NOTE: Dean/Area Administrator may sign as an evaluator or the signature may represent his/her acceptance of the evaluation. If the Dean/Area Administrator chooses to refer this report back to the Evaluation Team, such referral should be done on a separate memorandum from the Dean/Area Administrator to the Evaluation Team. Such referral will not become part of the evaluatee’s personnel file. The Dean/Area Administrator must sign the evaluation prior to presentation to the evaluatee.

3. Signature of the Vice President of Academic Affairs

__________________________________________________________  __________
Signature                                                  Date

NOTE: The Vice President will only sign this evaluation if there is an administrative review or if this is an administrative evaluation.

Acknowledgement of review/receipt by evaluatee
(Evaluatee’s signature does not necessarily imply agreement but does indicate that he/she has received and had the opportunity to review the evaluation.)

__________________________________________________________  __________
Evaluatee’s Signature                                     Date

NOTE: The evaluatee may respond in writing in respect to the accuracy, relevance, and completeness of the evaluation by submitting such written response to the Human Resources Office within 10 working days following the date he/she receives the evaluation. Such response (if any) shall become a part of the evaluation report and be placed in the evaluatee’s personnel file.