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

March 13, 2014

This Memorandum of Understanding (MOU) addresses the process for administering student evaluations:

- All full time faculty and adjunct faculty teaching at Cerritos will be notified by the Office of Student Success at the beginning of the semester if they are to be evaluated by students enrolled in each of their courses.

- All faculty, except probationary faculty teaching face-to-face classes, may opt for one of two delivery methods: online or paper evaluations.

- Probationary faculty teaching face-to-face classes shall complete the process by utilizing paper evaluations.

- All faculty must respond to their respective division office regarding which delivery method he/she prefers within 10 days from notification. Any faculty teaching in face-to-face classrooms who declines to state an evaluation preference, by default will be supplied with paper evaluations, while those teaching online and hybrid will be supplied with online evaluations.

- All evaluation data will be compiled using Campus Climate and aggregated for comprehensive reporting. General comments will not be included in the data report, but will be shared with the respective faculty member and may be requested by their division dean.

- The Office of Student Success will send a notification to each faculty member stating when the student evaluations will be made available, based on the term and the session of the course being taught. This communication will include: (a) a deadline for method of delivery requests, and (b) a timeline for faculty to implement evaluations in their course(s).

- Sample evaluations and common troubleshooting tips will be made available to assist faculty to answer questions from students.

- Promotional processes will be put into place to assist evaluation return rates. Options discussed but still being considered include: banners on campus and the website, emails sent to students from the college, posters in classrooms, a note from instructors, reminders on Facebook, creating a Cerritos email account.

- Evaluations must be administered and completed for each session before students receive their grades and results will be shared with faculty after the course or session ends and grades have been submitted.
• Division deans and division office staff will compile delivery requests by the date required by the Office of Student Success.

• These recommendations shall be re-evaluated by the District and CCFF by the end of the fall 2016 semester.

For the District:

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President/Superintendent

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Dr. Mary Anne Gularte
Vice President, Human Resources/
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For the Cerritos College Faculty Federation:

Dr. Solomon Namala
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