

**MEMORANDUM OF
UNDERSTANDING BETWEEN
COLLEGE OF THE DESERT FACULTY ASSOCIATION
(CODFA) AND DESERT COMMUNITY COLLEGE
DISTRICT**

“Dual Enrollment Team Teaching”

This Memorandum of Understanding (“MOU”) is entered into by and between the College of the Desert Faculty Association (hereinafter referred to as "CODFA") and the Desert Community College District (hereinafter referred to as "District") (hereinafter collectively referred to as the “Parties”), and is expressly made pursuant to the Educational Employment Relations Act and the current Collective Bargaining Agreement (“CBA”).

The Parties recognize the need to address the enrollment deficit and expand equitable access in the community. The Parties agree to expand dual enrollment team teaching offerings starting Spring 2025. The Parties agree to negotiate and mutually resolve matters pertaining to terms and conditions of employment related to the Dual Enrollment Team Teaching model specifically in cases where high school teachers do not meet the minimum qualifications established in California Community Colleges Chancellor’s Office Minimum Qualifications for Faculty and Administrators handbook.

This MOU between the Parties is not intended to change the terms of the current CBA, but is instead a one-time, non-precedent setting agreement that may not be used as the basis of a past practice by either party. To that end, the Parties agree to the following:

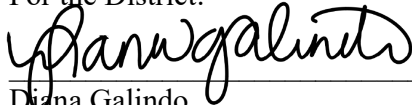
1. The terms outlined within this MOU for Dual Enrollment Team Teaching model will be for the period starting Fall 2024 through Fall 2025, unless otherwise noted.
2. In person courses within the following disciplines will be eligible to be team taught under this negotiated MOU:
 - i) English
 - ii) History
 - iii) Political Science
 - iv) Psychology
 - v) Sociology
3. High school instructors shall be reviewed for minimum qualifications as established by the California Community Colleges Chancellor’s Office Minimum Qualifications for Faculty and Administrators handbook.
4. A Dual Enrollment Coordinator will participate and provide input on selection of high school faculty.
5. CoD Faculty who participate in the Dual Enrollment Team Teaching model shall be required to participate or meet the items outlined below. CoD Faculty who meet the requirements

outlined below and participate in this team-teaching model shall be compensated a \$2400 stipend per dual enrollment team-teaching course:

- i) Pre-Term, before Teaching Assignment (Fall 2024 in preparation for Spring 2025; Summer 2025 in preparation for Fall 2025)
 - (1) Attend a one (1) hour Dual Enrollment Faculty Orientation facilitated by Dual Enrollment Coordinator
 - (2) Establish regular planning meetings before and during the term with High School Teacher (minimum of five, up to eight hours)
 - (3) Create a classroom management plan with High School Teacher (i.e. resources to support student learning, managing active classroom or classroom disruptions, managing classroom challenges)
 - (4) Create a course Canvas shell
 - (5) Share course syllabus, Course Outline of Record (COR), course materials, and Canvas shell with High School Teacher
 - ii) During Teaching Assignment (Spring 2025 and Fall 2025)
 - (1) Meet with High School Teacher as coordinated and agreed to during pre-term
 - (2) Attend COD designated college meetings, such as DuE meetings and Fall/Spring kickoff meetings.
 - (3) Work with Dual Enrollment Coordinator to discuss and analyze progress and challenges
 - (4) Early alert for any students who are not attending or falling behind in coursework; start to connect individual students with academic supports at CoD
 - (5) Ensure High School Teacher has access to student records to support progress throughout term
 - (6) Work with high school teacher to follow up with individual students about missing assignments; continue to connect individual students with academic supports at CoD
 - (7) Discuss any students with the high school teacher and the on-site administrator about any students who may drop with a “W” grade
 - iii) After Teaching Assignment
 - (1) Assist in additional data collection and assessment of the effectiveness of team-teaching model
6. CoD Faculty who participate will also receive compensation for the course being team-taught. Compensation shall be at the faculty member’s current salary placement.
 7. Faculty interested in participating must submit an application by 4:00pm on November 22, 2024. Application will be available using the application portal on the Human Resources webpage. Faculty who have been deemed to meet the eligibility criteria outlined above will be forwarded to the Vice President of Instruction for final selection. Selected faculty will be notified by November 27, 2024.
 8. CoD Faculty who participate must meet all student contact hours as listed in the Course Outline of Record in-person.
 9. To the extent possible, the District agrees to equalize:
 - i) The number of full-time faculty and part-time faculty selected to participate
 - ii) The number of participants selected to participate from each school

10. The Parties agree that the team-teaching model is new and agree to meet and negotiate should terms within this MOU need to be extended, renewed, or modified. The Parties agree that CODFA will be provided copies of team-teaching agreements between the District/K-12 Districts. Should these agreements impact any terms and conditions of employment, the Parties agree to meet and negotiate as soon as possible.
11. Entire Agreement: This Agreement constitutes the entire agreement and understanding between the Parties. There are no other oral understandings, terms, or conditions and neither party has relied upon any representation, express or implied, not contained in this Agreement. All prior understandings, terms, or conditions are deemed merged into this Agreement.
12. This Agreement is non-precedential, will not bind the Parties in any future action, whether under similar circumstances or not, and cannot be introduced in any grievance, arbitration, complaint, administrative or legal proceeding as evidence of past practice or intent of the parties or meaning or application of the collective bargaining agreement.
13. Modification: This Agreement cannot be changed or supplemented orally and may be modified or superseded only by a written instrument executed by both Parties.
14. Execution: The Agreement may be executed in several counterparts and shall be deemed legally effective at such time as the counterparts thereof, duly executed on behalf of both parties, have been furnished and delivered to the parties or attorneys for the parties to this Agreement.

For the District:



Diana Galindo

Vice President, Human Resources and
Employee Relations

Date: _____

For the Association:



Oceana Collins (Nov 15, 2024 15:06 PST)

Oceana Collins

President, College of the Desert
Faculty Association

Date: _____