

Article 34 – Online Learning

MEMORANDUM OF UNDERSTANDING BETWEEN FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT AND FOOTHILL-DE ANZA FACULTY ASSOCIATION

This memorandum of understanding is entered into by and between the Foothill-De Anza Community College District (“District”) and the Foothill-De Anza Faculty Association (“FA”).

FA and the District wish to memorialize the agreement reached between the parties regarding required certification for faculty who teach any asynchronous courses or hybrid courses with at least 30% of the student contact hours asynchronous, as well as the training requirement for faculty who teach synchronous courses or hybrid courses with less than 30% of the student contact hours asynchronous.

100% Asynchronous, or Hybrid with at least 30% asynchronous

Initial Certification

The parties agree that a faculty member who completed Parts 1 and 2 of the Regular and Substantive Interaction (RSI) training during the 2024-25 academic year is currently certified. Faculty not currently certified can become certified by either (i) completing the certification offered by the campus office of online learning, or (ii) being granted equivalency based on proof of completion of other equivalent trainings. Each office of online learning will determine its equivalency process and criteria.

The parties further agree that the certification will be designed to take the average faculty member approximately 20 hours to complete. However, existing skill levels and familiarity with the content will affect total completion time.

Certification, by either completing the training or by equivalency, is valid District wide.

Timeline for Completion of Certification

The faculty member has two consecutive academic quarters to complete the certification. Faculty who do not complete the certification by the end of the second consecutive quarter will not be scheduled for courses that require that certification until it is complete.

Professional Development Credit or Compensation

Full-time tenured or tenure-track faculty may use up to 20 hours from the certification toward their current Professional Development cycle requirement (Appendix I).

Notification of Required Certification

The parties agree that the dean or appropriate supervisor shall notify any specific faculty member in writing (email) when the college is asking them to complete the certification due to program need. The office of online learning shall be included on the notification. This notification is required for additional pay for full-time temporary or part-time faculty.

A full-time temporary or part-time faculty who was notified by their dean or appropriate supervisor to complete the training due to program need will receive \$750 in additional pay upon verification of successful completion of the certification by the end of two consecutive academic quarters.

A full-time temporary or part-time faculty who complete the certification at their own accord, without being notified by the dean or appropriate administrator to do so, can use the hours in training on Appendix O2 for column advancement but will receive no additional pay.

Ongoing Certification Requirement

To continue to be eligible to teach asynchronous courses or hybrid courses with at least 30% of the student contact hours asynchronous one must complete a re-certification every two years. The re-certification training will be a maximum of four hours of training every two years. This re-certification can include dedicated certification training or ongoing professional development through equivalent activities approved by the campus online learning office. These activities must align with the goals of continued growth in online teaching and learning and should reflect current trends, technologies, or pedagogical approaches relevant to online instruction. The campus office of online learning is responsible for timely notification to faculty of the requirement, options for completion, and verification of completion.

Completion of the re-certification at either college is valid District wide.

Professional Development Credit or Compensation for Re-certification

Full-time tenured or tenure-track faculty may use the hours toward their professional development cycle requirements (Appendix I).

Full-time temporary or part-time faculty shall receive \$200 additional pay for the re-certification when required to be re-certified.

Canvas Orientation for other courses or uses

Initial Canvas Orientation for other courses

Faculty who do not complete the full Canvas certification must complete a Canvas orientation designed to be approximately 5 hours for the average faculty member. This includes Canvas used for Synchronous (in-person or Zoom), Hybrid Courses with less than 30% asynchronous, non-instructional, and other uses. This training will include an orientation to the basic features in Canvas and accessibility requirements and must be completed in the first quarter of employment. Faculty with previous Canvas training can be granted equivalency by the campus office of online learning. This group has no ongoing training requirement. This section applies to first-time Canvas users or new hires.

Full-time faculty may use up to five hours of this training toward their Professional Development cycle requirement (Appendix I). Full-time temporary or part-time faculty will receive a one-time \$200 additional pay for completion of this orientation.

Effective Date and Re-opener

This MOU shall be effective August 1, 2025. The parties agree to review budget expenditures related to these requirements and re-open compensation rates in Spring 2027.

December 8, 2025

Dianna L. Rose

Foothill - De Anza Community College District

Kathy Perno

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Foothill - De Anza Faculty Association