

Memorandum of Agreement

This agreement is entered into between the Board of Higher Education/Bristol Community College and the Massachusetts Community College Council/MTA/NEA (MCCC) in full resolution of the MCCC Chapter grievance concerning Distance Education filed on, or about, June 11, 2013.

The parties agree as follows:

Faculty members teaching fully online, hybrid, and student option enrollment courses at Bristol Community College are responsible for conducting evaluations within their eLearning course space during the contractually mandated evaluation period and in accordance with the MCCC Distance Learning Agreement and the other applicable collective bargaining agreements. This would be approximately upon 80% of the course completion as scheduled.

Instructions on how to add the evaluation to eLearning course site will be provided to faculty members via an email sent out by the Dean of eLearning two weeks prior to the evaluative period.

In the event that a faculty member is using an alternative or publisher provided system to teach an online course, they must still use the BCC eLearning system to conduct the course evaluation in accordance with the instructions provided by the Dean of eLearning.

The online student evaluation form will be consistent with the form as it appears in the MCCC/BHE Distance Education Agreement including the functional equivalent of the student signature and date. The process would preclude anyone but the student from completing the form and any student may not complete the form more than once.

Default settings have been added to the evaluation so that it will be available for the full duration of the evaluation period as defined in paragraph one above. Faculty members have the right to change the availability dates but the evaluation must be available for a minimum of 48 hours and all evaluations must be completed within the designated period established by the instructor or the default setting if unaltered by the instructor. Faculty members are also responsible for communicating by email the availability of the evaluation to their students and must do so a minimum of 48 hours before the evaluations are available to the students. Although other methods of communicating the evaluation availability may also be utilized, accessBCC email will be the primary mechanism faculty members will use for notifying students about the evaluation process.

If evidence is found that would lead the College to reasonably believe that the student evaluation process described herein was not properly implemented, the College may investigate further to determine if the student evaluation was deployed by the instructor and/or if students were contacted by the instructor regarding the availability of the student evaluation and/or if an factor external to the instructor was responsible for the failed implementation.