

MEMORANDUM OF AGREEMENT

BY AND BETWEEN

HUDSON VALLEY COMMUNITY COLLEGE (COLLEGE)

AND

HUDSON VALLEY COMMUNITY COLLEGE FACULTY ASSOCIATION (ASSOCIATION)

WHEREAS, the College and the Association are subject to a collective bargaining agreement (CBA) for the term of September 1, 2020 - August 31, 2024;

WHEREAS, the CBA governs a bargaining unit including all of the teaching faculty employed by the College with the rank of instructor, assistant professor, associated professor, and professor, also educational specialists, and librarians, full or part-time, part-time instructional faculty of credit bearing courses, and excluding all others.

WHEREAS, the College is transitioning to a new Course Management System (CMS) (Brightspace is a SUNY directive for all colleges which the College is going to follow), necessitating training for adjunct faculty, and the College will provide training for said faculty to teach in the new CMS; the official training shall consist of 14 (fourteen) hours of instruction, as per attached Exhibit A.

WHEREAS, the parties desire to amend and/or modify certain sections of Article XXIII (5), Now, therefore the parties agree as follows:

1. Full-time faculty shall receive a one-course (three or four-contact hour) reduction in load for participating in the 14-hour standard CMS training during either the Spring 2023, Fall 2023 semester, or beyond.
2. This applies only to adjunct faculty members. Article XXIII (5) shall be amended and/or modified to address adjunct specifically so as to provide that the College shall pay \$501.76 (equivalent to the Curriculum Development rate of \$35.84-x 14 hours= \$501.76) to any adjunct faculty member who must learn and exercise the course management system in order to teach, and develop said course to be taught; the adjunct faculty member shall participate in and complete a training opportunity the semester prior to teaching (first time). Training must be completed by the end of that semester and must be approved by the faculty member's department chair before the faculty member may commence teaching said course. One half of the aforesaid stipend shall be paid to the adjunct faculty member upon commencing the Brightspace training, and the second half of the aforesaid stipend shall be paid upon commencing teaching of the first DL/hybrid course.

3. All other terms and conditions of the CBA shall remain in full force and effect.
4. The parties agree that this Memorandum of Agreement is limited to this situation only and has no precedential value with respect to any other aspect of the collective bargaining agreement, does not mitigate in any way any rights of the College and the Association, is not a modification of the collective bargaining agreement, and may not be used in any proceeding, arbitration, trial or other such tribunal in any manner whatsoever, except with respect to enforcement of or compliance with this Memorandum of Agreement, or except as may be otherwise required pursuant to a subpoena or order of arbitration, tribunal or court or as may otherwise be mandated.

AGREED:

HUDSON VALLEY COMMUNITY COLLEGE

Dated: 1/19/2023

By: Judith E. DiLorenzo

HUDSON VALLEY COMMUNITY COLLEGE -
FACULTY ASSOCIATION

Dated: 1/19/2023

By: [Signature]

EXHIBIT A

The goal of the SUNY Digital Learning Environment is to provide a comprehensive digital learning environment across SUNY that is robust, modern, reliable, secure, accessible, and easy to use for faculty, staff, and students. Furthermore, SUNY is looking to align SUNY-Wide Policies, Standards, and Guidance for EIT Accessibility/UDL; Assessment; OSCQR Rubric/Online Quality; General Education; Diversity, Equity, Inclusion; OER (Open Educational Resources), and Information Technology (including security, federated ID management, Global ID, multifactor authentication, and SIS integration).

For continued academic quality, student satisfaction, and alignment with SUNY-wide policies, standards, and guidance, all HVCC courses need to be functional and properly constructed in D2L-Brightspace. All faculty must attend HVCC's D2L-Brightspace training to optimize the student learning environment and subsequent retention in courses.

HVCC's Center for Distance and Online Learning D2L-Brightspace training will be a total of 14 hours. The training will be divided into four training levels that will be available in remote or in-person modalities. It will cover how to navigate, build content and structures, and interact in D2L-Brightspace. The training will be available throughout the Spring 2023 and Summer 2023 terms. Training will be considered complete after the completion of the training hours and one of the following conditions has been met:

- Completion of the **D2L-Brightspace Course Conversion Checklist** for all existing courses (online, remote, hybrid, in-person, non-credit)
- Completion of **OSCQR (SUNY Online Course Quality Review)** for newly designed online courses (online, hybrid, and remote) or course revisions and completed DC Approval forms.