

**Memorandum of Understanding**  
**Migration to Canvas Course Management System**  
**May 16, 2019 (Revised)**

This Memorandum of Understanding (hereinafter "MOU") is entered into by and between the Victor Valley Community College District (hereinafter "District") and the Victor Valley College Faculty Association (hereinafter "Association").

WHEREAS, the bargaining representatives of the District and the Association have met in good faith and mutually agreed to re-negotiate the current Migration to Canvas Course Management System MOU dated August 30, 2018.

NOW THEREFORE, the District and the Association have reached the following agreement:

1. **Timeline and Maintenance of the Learning Management System:**
  - a. The District will continue to maintain and to support Blackboard and Canvas through June 20, 2020.
  - b. The District will hire a full-time Distance Education Coordinator before August 1, 2019.
  - c. The District will provide Distance Education with a dedicated training space.
  - d. An onsite Canvas Administrator will be available to assist faculty with Canvas implementation and transition Monday-Friday during regular workplace hours.
  - e. Beginning with the summer 2020 session, all online and hybrid courses must use VVC Canvas for primary contact with students.
  
2. **Canvas Action Team Trainers (hereafter "CAT"):**
  - a. CAT Trainers are defined as those full-time faculty who completed Canvas taught training at Victor Valley College on January 10 and 11, 2019.
  - b. CAT Trainers will be paid at their current hourly rate for conducting up to 12 hours of peer training workshops per semester and/or session between February 11, 2019 and July 31, 2020.
  - c. Beginning in the spring 2019 semester CAT faculty with migrated courses may start offering their courses via VVC Canvas if they are ready to do so.
  
3. **Training Individual Faculty:**
  - a. The District will provide a 2-day on-campus, hands-on (technical non-pedagogical) Canvas training during the fall 2019 semester. The number of faculty in each Canvas taught workshop will be limited to 35.
  - b. Full-time faculty currently certified to teach online or hybrid courses will be given priority in Canvas taught workshops. If full-time faculty do not sign up, certified adjunct instructors may fill available seats.
  - c. Full-time faculty teaching online or hybrid courses will be paid at their current hourly rate for up to 14 hours of Canvas training. The 14 hours of training may be acquired via Canvas taught workshops conducted by CAT or by completing 14 hours of DEAC approved online or

off-campus training. Faculty will be responsible for any fees associated with online or off-campus Canvas training.

- d. Full-time faculty who want to learn the Canvas Learning Management System for utilization in their onsite classes will be paid at their hourly rate for up to 4 hours of Canvas training conducted by CAT.

4. General Course Migration:

- a. Beginning in the summer 2019 session, and thereafter, full-time certified online and hybrid instructors may offer their courses via VVC Canvas.
- b. Faculty who want to teach their online or hybrid class(es) in Canvas must notify the Distance Education Facilitator, their department chair and their dean at least 15 working days prior to the start of the session or semester in which they wish to first teach their course(s) in VVC Canvas. In order to offer their course(s) in Canvas, faculty must have fully migrated their course(s) to a VVC Canvas shell.

5. Compensation:

- a. Faculty will be paid \$1,500 for the first course converted from Blackboard to Canvas and \$500 for each additional course migrated prior to July 31, 2020.
- c. Faculty will not be paid for any new courses created in online or hybrid format. When a new course is developed, or when a course is being taught the first time by an instructor in an online or hybrid format, the course will be subject to the language in Article 13 (ADD NUMBER) and per this article will require approval by the DEAC and the Office of Instruction before it can be opened for registration.

This Memorandum of Understanding shall take effect May 16, 2019 and shall supersede the previous Migration to Canvas Course Management System MOU dated August 30, 2018. However, any work or training performed prior to May 16, 2019 will be compensated under the old MOU and paid as previously agreed.

The term of this agreement shall be May 16, 2019 until July 31, 2020. On or before its expiration, the District and the Association may mutually agree to extend or re-negotiate the terms of the MOU, otherwise the MOU will sunset on July 31, 2020.



Date

5/14/19

Daniel Walden

President Superintendent

Victor Valley Community College



Date

5/16/19

Lisa Ellis

President

Victor Valley College Faculty Association