

**Memorandum of Understanding**  
**Emergency Canvas Distance Education Instructor Certification (DEIC) Review**  
**Effective August 5, 2022**

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 negotiate the compensation and duties of the Distance Education Advisory Committee (DEAC), under the guidance of the Distance Education Facilitator (DEF) who will review materials regarding Distance Education Instructor Certification for new faculty August 5-20, 2022, and guidelines for full-time faculty who will participate in this DEIC review.

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

DEAC and DEF responsibilities:

- a. DEAC members are defined as those full-time faculty who completed Canvas-taught training at Victor Valley College on January 10 and 11, 2019, and were formally members of the Canvas Action Team (CAT).
- b. In line with the Academic Senate document defining requirements for DEIC, DEAC members will review current requests for DEIC approval between August 5-20, 2022.
- c. DEAC members who participate will be compensated \$100 per DEIC request reviewed between August 5-20, 2022. Notification to the DEF by DEAC members via VVC e-mail who wish to participate must be received no later than August 5, 2022, by 5 p.m. to be eligible for compensation.
- d. Each participating DEAC member will send the DEF their review of DEIC requests posted in the Canvas CMS "DE Certification" course via e-mail, using the Academic Senate-approved DEIC process to determine if the request meets the current criteria. The DEF shall forward DEAC members' DEIC determinations to the Vice President of Instruction on an ongoing basis between August 5-20, 2022.
- e. Compensation shall appear no later than the October 2022 pay warrant for participating DEAC members.
- f. Requests deemed ineligible for DEIC approval shall rollover into the 2022-2023 academic year if the information provided is incomplete or unclear. DEAC members' determination of DEIC requests shall be final based on information provided to the DEAC between August 5-20, 2022.

This Memorandum of Understanding shall take effect August 5, 2022.

The term of this agreement shall be August 5, 2022, until August 20, 2022, when the DEAC, as part of their committee duties during the academic year 2022-2023 shall resume DEIC requests

and approvals. 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 August 20, 2022.

VICTOR VALLEY COMMUNITY COLLEGE  
DISTRICT

VICTOR VALLEY COLLEGE FACULTY  
ASSOCIATION

*Todd Scott*  
p.p. \_\_\_\_\_ Aug 4, 2022  
Dr. Daniel Walden Date  
VVC Superintendent/President

  
\_\_\_\_\_  
Tracy Davis (Aug 4, 2022 15:26 PDT)  
Tracy Davis Date  
VVCFA/President

# MOU DEIC\_Review Summer 2022 08.04.22

Final Audit Report

2022-08-04

Created:	2022-08-04
By:	Rocio Chavez (Rocio.Chavez@vvc.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAbPCt6bqAIYv29f6vayAki5UOrk-_JdaP

## "MOU DEIC\_Review Summer 2022 08.04.22" History

-  Document created by Rocio Chavez (Rocio.Chavez@vvc.edu)  
2022-08-04 - 2:36:12 PM GMT- IP address: 207.233.102.21
-  Document emailed to Todd Scott (todd.scott@vvc.edu) for signature  
2022-08-04 - 2:38:46 PM GMT
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2022-08-04 - 2:39:00 PM GMT
-  Email viewed by Todd Scott (todd.scott@vvc.edu)  
2022-08-04 - 6:39:15 PM GMT- IP address: 172.226.184.14
-  Document e-signed by Todd Scott (todd.scott@vvc.edu)  
Signature Date: 2022-08-04 - 10:06:39 PM GMT - Time Source: server- IP address: 207.233.102.21
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2022-08-04 - 10:06:40 PM GMT
-  Email viewed by Tracy Davis (tracy.davis@vvc.edu)  
2022-08-04 - 10:23:10 PM GMT- IP address: 104.28.85.117
-  Document e-signed by Tracy Davis (tracy.davis@vvc.edu)  
Signature Date: 2022-08-04 - 10:26:04 PM GMT - Time Source: server- IP address: 47.150.197.107
-  Agreement completed.  
2022-08-04 - 10:26:04 PM GMT