

October 23, 2013

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE CERRITOS COMMUNITY COLLEGE DISTRICT AND
THE CERRITOS COLLEGE FACULTY FEDERATION (AFT LOCAL 6215)**

Assignment -- Student Learning Outcomes

This Memorandum of Understanding (MOU) regarding the topic of Student Learning Outcomes shall remain applicable until the parties reach a mutual agreement on the subject, which is scheduled to be negotiated during the 2013-2014 collective bargaining process, or through June 30, 2014, whichever comes first:

The parties to this MOU understand and agree to the following:

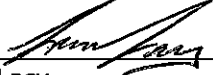
1. To make clear that SLO work is a component of faculty duties and responsibilities, which are subject to evaluation, include the following statement in the Faculty Handbook under the heading "FACULTY ASSIGNMENT GUIDELINES."

~~"Full-time faculty will participate in the development and assessment of student learning outcomes and adjunct faculty will participate in the assessment of student learning outcomes."~~

2. The parties agree that the results of student learning outcomes shall not be used in the evaluation of any faculty member nor in any manner that would undermine either local bargaining authority or academic freedom of individual faculty members.
3. The parties agree to include in the Faculty Evaluation Criteria Form under IV. Acceptance of Responsibility:
f) Follows up and meets responsibilities and duties outlined in the Memorandum of Understanding "Faculty Assignment Guidelines" as amended on October 21, 2013.
4. The parties agree to the terms of this MOU for the duration of the 2013-2014 collective bargaining process, which terminates on June 30, 2014 or upon the successful negotiations and settlement of Article 6: Assignment in the contract of Cerritos College Faculty Federation, whichever comes first.

Signatures of this Memorandum of Agreement by designated representatives of the District and CCFF shall be binding on both parties effective upon execution of this document. Agreed to on October 23, 2013,

For the Cerritos Community College District:

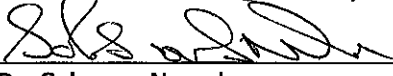


Dr. Linda Lacy
President / Superintendent

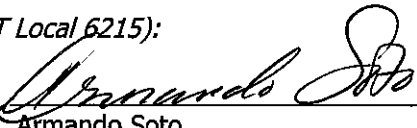
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Dr. Mary Anne Gularte
Vice President, Human Resources

For the Cerritos College Faculty Federation (AFT Local 6215):



Dr. Solomon Namala
President



Armando Soto
Vice President / Chief Negotiator

CERRITOS COMMUNITY COLLEGE DISTRICT
FACULTY EVALUATION CRITERIA FORM

Evaluatee: _____ Area of Responsibility: _____
(print name)
Division: _____ Semester/Year: _____

I. KNOWLEDGE OF SUBJECT MATTER

a) Has a comprehensive knowledge of the subject/area of responsibility (degrees and experience)

Satisfactory Needs Improvement Unsatisfactory Not Applicable

b) Maintains currency in the discipline/area of responsibility

Satisfactory Needs Improvement Unsatisfactory Not Applicable

c) Is well informed on available materials

Satisfactory Needs Improvement Unsatisfactory Not Applicable

d) Knows basic methods of testing, evaluating, test interpretation and assessment of students' skills, issues and concerns

Satisfactory Needs Improvement Unsatisfactory Not Applicable

Comments:

II. TECHNIQUES OF INSTRUCTION AND/OR PERFORMANCE:

PRESENTATION/INTERACTION WITH STUDENTS/STUDENT EVALUATIONS

a) Adheres to content and objectives of course outline of record

Satisfactory Needs Improvement Unsatisfactory Not Applicable

Evaluatee: _____ Fall / Spring Semester Year:
(print name)

Division: _____ Evaluatee's Discipline: _____

b) Follows objectives appropriate to area of responsibility

Satisfactory Needs Improvement Unsatisfactory Not Applicable

c) Organizes lessons/activities to meet student needs

Satisfactory Needs Improvement Unsatisfactory Not Applicable

d) Presents the material and information with clarity

Satisfactory Needs Improvement Unsatisfactory Not Applicable

e) Shows interest in subject/area of responsibility

Satisfactory Needs Improvement Unsatisfactory Not Applicable

f) Makes effective use of time

Satisfactory Needs Improvement Unsatisfactory Not Applicable

g) Maintains an environment conducive to student learning/participation and development

Satisfactory Needs Improvement Unsatisfactory Not Applicable

h) Uses appropriate methods, materials and techniques responsive to needs of students
and consistent with department/area practices

Satisfactory Needs Improvement Unsatisfactory Not Applicable

Evaluatee: _____ Fall / Spring Semester Year: _____
(print name)

Division: _____ Evaluatee's Discipline: _____

i) Uses appropriate methods of evaluation

Satisfactory Needs Improvement Unsatisfactory Not Applicable

Comment:

III. EFFECTIVENESS OF COMMUNICATION

a) Demonstrates proficiency in written and oral English enabling clear, effective communication

Satisfactory Needs Improvement Unsatisfactory Not Applicable

b) Explains fully objectives, procedures and methods of evaluation

Satisfactory Needs Improvement Unsatisfactory Not Applicable

c) Explains fully alternatives, approaches, responsibilities and methods for success

Satisfactory Needs Improvement Unsatisfactory Not Applicable

d) Communicates interest in the subject matter/area of responsibility

Satisfactory Needs Improvement Unsatisfactory Not Applicable

e) Shows poise, confidence and occasional humor

Satisfactory Needs Improvement Unsatisfactory Not Applicable

f) Maintains appropriate role in students/faculty relationship

Satisfactory Needs Improvement Unsatisfactory Not Applicable

Evaluatee: _____ Fall / Spring Semester Year:
(print name)

Division: _____ Evaluatee's Discipline: _____

g) Manifests good rapport with students/staff

Satisfactory Needs Improvement Unsatisfactory Not Applicable

Comments:

IV. ACCEPTANCE OF RESPONSIBILITY

a) Is punctual and meets scheduled obligations

Satisfactory Needs Improvement Unsatisfactory Not Applicable

b) Follows up on responsibilities to students and staff

Satisfactory Needs Improvement Unsatisfactory Not Applicable

c) Maintains records satisfactorily

Satisfactory Needs Improvement Unsatisfactory Not Applicable

d) Attends assigned meetings

Satisfactory Needs Improvement Unsatisfactory Not Applicable

e) Is cooperative and willing to accept constructive criticism, when it is given in an appropriate manner

Satisfactory Needs Improvement Unsatisfactory Not Applicable

f) Follows up and meets responsibilities and duties outlined in the memorandum of Understanding "Faculty Assignment Guidelines" as amended on October 21, 2013.

Satisfactory Needs Improvement Unsatisfactory Not Applicable

Evaluatee: _____ Fall / Spring Semester Year: _____
(print name)

Division: _____ Evaluatee's Discipline: _____

Comment:

V. OVERALL RATING

Satisfactory Needs Improvement Unsatisfactory Not Applicable

Comment:

VI. ADDITIONAL COMMENTS:

1. Signatures of Evaluation Team Members:

Signature

Date

Signature

Date

2. Signature of Dean/Area Administrator:

Signature

Date

Evaluatee: _____ Fall / Spring Semester Year:
(print name)

Division: _____ Evaluatee's Discipline: _____

NOTE: Dean/Area Administrator may sign as an evaluator or the signature may represent his/her acceptance of the evaluation. If the Dean/Area Administrator chooses to refer this report back to the Evaluation Team, such referral should be done on a separate memorandum from the Dean/Area Administrator to the Evaluation Team. Such referral will not become part of the evaluatee's personnel file. The Dean/Area Administrator must sign the evaluation prior to presentation to the evaluatee.

3. *Signature of the Vice President of Academic Affairs*

Signature

Date

NOTE: The Vice President will only sign this evaluation if there is an administrative review or if this is an administrative evaluation.

Acknowledgement of review/receipt by evaluatee

(Evaluatee's signature does not necessarily imply agreement but does indicate that he/she has received and had the opportunity to review the evaluation.)

Evaluatee's Signature

Date

NOTE: The evaluatee may respond in writing in respect to the accuracy, relevance, and completeness of the evaluation by submitting such written response to the Human Resources Office within 10 working days following the date he/she receives the evaluation. Such response (if any) shall become a part of the evaluation report and be placed in the evaluatee's personnel file.