

**MEMORANDUM OF UNDERSTANDING
REGARDING ONLINE STUDENT EVALUATION PILOT**

MAY 11, 2009

The intent of this MOU is to outline the policies and procedures that will govern the use of student evaluations completed online through the student self-service portal managed by the District IT department. As stated in Article 7 of the collective bargaining agreement, student appraisals are one component of the faculty evaluation process. Research has demonstrated that as student evaluations transition from a paper-based format to an online environment the response rates and other statistically significant factors may be compromised. Therefore, careful consideration needs to be employed when making determinations based upon potentially invalid data.

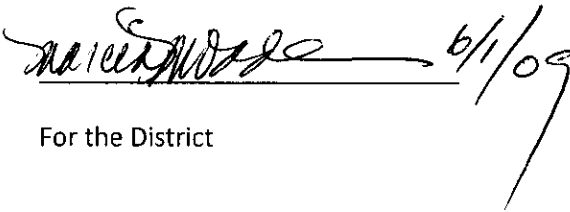
Therefore, the District and the Faculty Association agree as follows:

1. **Scope:** The procedures outlined below apply to on-ground or hybrid classes whose student evaluations occur online. Student evaluations for online classes will continue thru an online evaluation tool.

2. **Online Evaluation Results Are For Personal Faculty Use Only:** All information collected electronically by the online student evaluation pilot process shall remain with the individual faculty being reviewed. Copies will not be included in a faculty member's personnel file nor incorporated into a faculty member's peer review process. Results for individual faculty members will not be shared with their Department Chair (or designee). Participation rates of the online process may be reviewed by department chairs and others in a continued effort to determine the feasibility of implementing the process beyond this pilot study.

3. **Faculty Choice:** Faculty participation in the online student evaluation pilot is optional. The District agrees to continue processing all paper-based student evaluations it receives.

4. **Pilot Conclusion:** The pilot will conclude on June 15, 2010 unless the District and Faculty Association agree to extend the pilot further.


For the District


For the Faculty Association

JUNE 1, 2009