



SIDE LETTER

This SIDE LETTER OF AGREEMENT is entered into by and between the Mt. San Antonio Community College District (District), and Faculty Association and its Mt. San Antonio College unit members. This SIDE LETTER OF AGREEMENT shall not be deemed precedent setting.

Intent: This agreement addresses the faculty office hours related to COVID-19 for the Fall 2020 semester.

- 1. Office hours shall be communicated to division offices and students via the course syllabus.
- 2. For fall 2020, all full-time faculty members with required office hours shall conduct a minimum of one synchronous office hour per week. The remaining required office hours may be held either synchronously or asynchronously.
- 3. The course syllabus shall indicate the means by which students can communicate with faculty during synchronous and asynchronous office hours.
- 4. Faculty holding asynchronous office hours shall indicate the anticipated maximum response time to student inquiries. Response time should not exceed 48 hours Monday Friday. This will be noted on the syllabus.
- 5. Faculty holding asynchronous office hours will allow students the option of synchronous meetings "by appointment". This will be noted on the course syllabus. Such synchronous meetings "by appointment" shall not exceed required office hours.
- 6. Synchronous office hours and "by appointment" meetings can be conducted via email, video, campus phone connection, or other communication tool that allows for immediate, synchronous response.
- 7. If possible, faculty should conduct synchronous office hours via video. If possible, faculty should offer students the option of conducting "by appointment" meetings via video.
- 8. For fall 2020, Article 10.A. in the contract stating "Fulfillment of the teaching assignment by a minimum of two (2) hours per day for a minimum of three (3) days, but not more than five (5) days for each week of the adopted calendar" is moot and shall not be enforced by the District.
- 9. For fall 2020, Article 10.B.2. in the contract stating "Office hours scheduled in locations other than faculty offices should be clearly posted on office doors" is most and shall not be enforced by the District.
- 10. For fall 2020, Article 7.B stating adjunct office hours "shall be conducted in a synchronous mode and communicated to division offices and students via the course syllabus" is moot



and shall not be enforced by the District. The one hour required for adjunct faculty office hours shall be held in either synchronous or asynchronous mode for the fall 2020.

- 11. Faculty are not expected to exceed required office hours per week.
- 12. Faculty who are teaching face-to-face in fall 2020 shall not be required to hold face-to-face office hours.

Definitions

Asynchronous – nonscheduled office hours spent throughout the week directly responding to students via email or other communication tools.

Synchronous – scheduled office hours spent throughout the week directly responding to students via email or other communication tools.

ACCEPTED AND AGREED TO:

Mt. San Antonio College District

Joan (Inclars (Jul 8, 2020 16:06 PDT)	Jul 8, 2020	
Joan Sholars	Date	
President, Mt. San Antonio Faculty Association		
Karelyn Hoover Karelyn Hoover (Jul 8, 2020 16:07 PDT)	Jul 8, 2020	
Dr. Karelyn Hoover	Date	
Lead District Negotiator		