

**MEMORANDUM OF UNDERSTANDING BETWEEN
SOLANO COMMUNITY COLLEGE DISTRICT
AND**

SOLANO COMMUNITY COLLEGE FACULTY ASSOCIATION

The parties agree to the following temporary modifications to Article 19.7 of the Collective Bargaining Agreement for the Fall 2020 semester. This language shall sunset as of Dec. 31, 2020.

19.7 Class cancellation:

19.7.1 Classes which reach or exceed a minimum enrollment of 14 students or 60% of the class maximum, whichever is higher, will not be canceled unless actual attendance drops below that number and remains below through the first week of classes or the second meeting, whichever occurs later. The decision to cancel a class before the first class meeting will be made by the Dean after consultation with faculty in accordance with the following process:

1. Within ten (10) business days but no fewer than five (5) days before the first instructional day of the semester, the dean will contact the impacted faculty member by District email regarding the enrollment status of the class. In the case that the impacted instructor is an adjunct faculty member, the dean will include a full-time faculty member from the impacted department (or, in the case of departments with no full-time faculty, a closely related department) in this initial email and any subsequent communications pertaining to the potential cancellation.
2. The faculty member has three (3) business days to respond by District email before any action is taken.
3. In the absence of any response by the impacted faculty member within three (3) days, the dean may proceed with cancellation decisions. In cases where the impacted instructor is an adjunct faculty member, the dean will first consult with the full-time colleague included in the initial email thread, to ensure attention to any programmatic impacts of a cancellation. In making cancellation decisions, managers shall consider programmatic and educational factors, including but not limited to: requirements for major or program completion; transfer / vocational courses; new course offerings; program maintenance and development; classrooms which hold fewer than the allowable maximum; and the number of sections offered.
4. Nothing in this article precludes the possibility of cancellations or other schedule adjustments occurring at any time prior to the start of the semester, by mutual agreement between the dean and the impacted faculty member.

19.7.2 Courses which are not canceled by the first week of classes or the second meeting, whichever occurs later, shall remain open throughout the duration of the semester.

_____	<u>07/08/20</u>	_____	_____
Melissa Reeve	Date	Mary Jones	Date
Chief Negotiator, SCFA		Chief Negotiator, SCCD	