

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**And**

**RIVERSIDE COMMUNITY COLLEGE DISTRICT FACULTY ASSOCIATION, CCA/CTA/NEA**

**MEMORANDUM OF UNDERSTANDING**

**Faculty Submission of Syllabi**

**February 25, 2020**

The AGREEMENT is made and entered into on February 25, 2020, by and between the Riverside Community College District and the Riverside Community College District Faculty Association CCA/CTA/NEA, (hereinafter collectively called the “Parties”).

This Memorandum of Agreement is intended to address the conditions under which faculty are required to submit syllabi and how those syllabi may be used.

According to ACCJC Accreditation Standard II.A.3, “The institution identifies and regularly assesses learning outcomes for courses, programs, certificates and degrees using established institutional procedures. The institution has officially approved and current course outlines that include student learning outcomes. In every class section, students receive a course syllabus that includes learning outcomes from the institution’s officially approved course outline.”

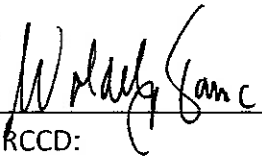
In order to document the District’s compliance with the standard, visiting team members asked the colleges they are reviewing to answer the following questions:


- 1) “How does the institution verify that students receive a course syllabus that includes student learning outcomes?”
- 2) “How does the college verify that individual sections of courses adhere to the course objectives/learning outcomes?”

Although faculty members are obligated to provide syllabi to their students to satisfy Accreditation Standard II.A.3, this obligation does not extend to the District. However, each college does have a compelling interest in collecting syllabi in order to address this accreditation standard. And while Article XI of the Agreement between RCCD and RCCDFA 2015-2018 (extended to 2021) establishes review of faculty syllabi as a mandatory component for all faculty (XI.C.1.b, XI.C.2.c, XI.C.3.b, XX.J), the contract also clearly establishes the frequency of evaluation and thus prohibits evaluation of faculty outside the established frequency of evaluation.

Given the shared interest in meeting accreditation standards and preserving the integrity of the Improvement of Instruction process established in the contract, the following are agreed upon:

1. Faculty shall submit syllabi for each course they teach during each instructional period (semester, intersession, summer) for the purpose of meeting the Accreditation Standard II.A.3.
2. As specified by the Agreement, syllabi MAY NOT be used for evaluative purposes outside the established process detailed by the contract.
3. Syllabi will be retained for a period of time and may be used in the event of a faculty member's illness, death, or absence to ensure the course agreement with the student is maintained.
4. To protect intellectual property rights, syllabi may not be given to other faculty without the written consent of the faculty member.

  
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For RCCD:  
Dr. Wolde-Ab Isaac, Chancellor

  
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For RCCD Faculty Association:  
Dr. Rhonda Taube, President