

**Letter of Agreement**

**between**

**Bellevue College**

**and**

**Bellevue College Association of Higher Education**

**Governor's Orders and Pandemic Response**

Whereas the Washington State Governor has proclaimed a State of Emergency due to the Coronavirus pandemic, and as a result it is expected that in-person classes may be greatly restricted during Summer Quarter 2021, Bellevue College and the Bellevue College Association of Higher Education (BCAHE) have made the following non-precedent setting agreements in response:

**Modes of Instruction Delivery**

Instruction for most courses will be offered remotely for Summer. The College will decide which Summer Quarter courses or activities will be offered in person by early Spring Quarter.

- BC will determine which, if any, courses or portions of courses may be offered on-campus or be scheduled for in-person meetings following any and all guidelines for social distancing and other safety measures as directed by the State of Washington, Department of Public Health, SBCTC, and Bellevue College.

Faculty will not be required to teach on campus in Summer Quarter. In cases where the college determines that a course or portion of a course may be taught on campus, the Dean will work with program faculty to determine which, if any, sections will be offered on ground. Faculty will be notified if a course will meet on campus prior to assignment, and a reasonable attempt will be made to find alternative sections.

- Faculty teaching remotely will determine if they wish to teach asynchronously or offer lectures at the assigned meeting times, or a combination thereof. The online class schedule will reflect this choice (asynchronous or synchronous) so students can make informed registration choices, and faculty will be expected to follow published modalities.
- Faculty will consider student's access to technology and privacy rights in deciding on requirements for their classes (including but not limited to required technology, exam proctoring, requiring video and synchronous meetings). Every effort should be made to minimize impact to students.

Provisions for faculty converting to remote instruction and creating effective quality instruction under this format:

- The college will continue to provide the opportunity for faculty to improve online courses through consultation with E-Learning. Faculty who participate in this process will be eligible for a stipend.
- Each faculty can apply this review/improvement process for up to three courses total from November 2020-August 2021.
- Faculty will consult with e-learning at the beginning of the process and review changes to their course(s) at the end of the process.
- Each course reviewed will receive 7 hours of pay at their category A rate (for a maximum of 21 hours)
- This work can take place between November 2020, and August 2021.
- The final course review with e-learning must be completed by August 31, 2021, to qualify for payment. Faculty who do not consult and review changes with eLearning are not eligible for these stipends.
- The College will work with eLearning to assure that there are reasonable opportunities for consulting with elearning staff throughout this time period.
- The total cost of these stipends (November 2020 –August 2021) will not exceed a total of \$200,000 before benefits.

#### Other Changes

- AVP will work with Divisions to make reasonable adjustments to course capacity for Summer courses that have been moved online and have a significant impact and in equity resulting from their course capacity. This list, which will include those courses where there is a difference in capacity for online sections and traditional on ground sections of the same course, will be shared with the BCAHE.
- It is acknowledged that all required Office Hours for Summer quarter can be satisfied in an online format.
- The college will continue to provide standard office supplies for faculty working from home, either through picking up these supplies on campus, through the mail, or through pre-approved reimbursement.

#### Leave Provisions

- The college will continue to follow the provisions of the collective bargaining agreements as well as any guidelines issued by the Governor's Order for pandemic response, and any applicable federal and state laws.
- In the event the college is required to close, or if there is a significant change to Summer modality or enrollment, this section will be reopened for discussion.

Student Evaluations

- Student evaluations for Summer quarter will be collected as usual and will be presented with a notation of the pandemic in all future evaluations and/or reviews.



04/12/2021

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Sue Nightingale  
President BCAHE

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Date



04/15/2021

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Kristen Jones, Ed.D  
Provost and Acting VP Human Resources

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Date