

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 Fall 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 the majority of courses will be offered remotely for Fall. The College will decide which courses or activities will be offered in person prior to the start of Fall Quarter instruction.

- 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 Fall 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 at that time.

- 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.

Other Changes

- AVP will work with Divisions to make reasonable adjustments to course capacity for Fall 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.
- AVP will work with Divisions to make reasonable adjustments to course capacity for Fall courses that will be in person to meet any and all distancing and safety guidelines. This may include utilizing larger classrooms, smaller class size, time between classroom use or other measures deemed necessary.
- In recognition that faculty made choices about on-ground test proctoring before a decision was made to delay the return of staff to campus in Fall quarter, the following on-ground proctoring payment guidelines will be in effect through the end of Fall 2021. These guidelines apply to situations where faculty have scheduled on-ground tests for class sections that include students using DRC accommodations for extended test time and/or a distraction-free environment, and where taking the exam online with the DRC using Zoom proctoring is not a reasonable option. In these cases, faculty will be paid at their Category A hourly rate for the following:
 - Extended test time: The faculty of record will be paid for time above the scheduled test time,
 - Distraction-Free Environment: In the event the exam needs to occur in a private space, the college will pay for another faculty from the same discipline to administer the exam for the full testing time.
 - All payments must be preapproved through the Division Dean
- It is acknowledged that all required Office Hours for Fall quarter may be satisfied in an online format.
- The college will continue to provide standard office supplies for faculty working remotely, 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 agreement 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 Fall modality or enrollment, this Letter of Agreement will be reopened for discussion.

Student Evaluations

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

Susan Nightingale

10/15/2021

Sue Nightingale
President BCAHE

Date

Dennis Curran

10/15/2021

Dennis Curran
Vice President of Administrative Services

Date

Kristen Jones

10/15/2021

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

Date