

**Letter of Agreement**  
**between**  
**Bellevue College**  
**and**  
**Bellevue College Association of Higher Education**  
**Governor's Orders and Pandemic Response**  
**and**  
**Return to On-Ground Operations**

Whereas the Washington State Governor and King County have placed restrictions on activities due to the Coronavirus pandemic since March 2020, and as a result in-person classes were greatly restricted since that time. In Fall 2021, the college transitioned to becoming a fully vaccinated campus, and is working to increase on-ground instruction and returning to more typical working conditions. Therefore, during Winter Quarter 2022, Bellevue College (BC) and the Bellevue College Association of Higher Education (BCAHE) have made the following non-precedent setting agreements in response:

Modes of Instruction Delivery

Instruction of courses will return to a more typical series of offerings over the winter and spring.

- Based on program needs and input from Program Chairs and Deans, BC will determine which courses or portions of courses may be offered on-ground, fully remote, or in a hybrid modality.
- Classes scheduled for in-person meetings will follow any and all guidelines for masking, social distancing and other safety measures as directed by the State of Washington, Department of Public Health, SBCTC, and Bellevue College. The College will provide N95 or KN95 masks to all faculty who are performing duties in person.
- Faculty teaching remotely will follow a published schedule of asynchronous, assigned meeting times (synchronous), or a combination thereof. The online class schedule will reflect this modality (asynchronous or synchronous) so students can make informed registration choices, and faculty will be expected to follow published modalities. Asynchronous courses are still expected to have regular opportunities for student and faculty interactions.

- 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.
  
- Fully online courses that require in-person proctored exams will make this requirement clear in the schedule and will offer alternative options (e.g., remote proctors, Zoom proctoring) for students who have a documented inability (e.g. accommodation, quarantine) to come to campus. Faculty will be expected to administer their own exams following any existing agreements regarding proctoring.
  
- Faculty teaching on-campus classes who are required to quarantine due to a close contact with a COVID positive individual will be allowed to switch their modality to remote during the duration of their quarantine without a loss of pay or use of leave.
  
- Faculty will not be required to teach online and on-ground students concurrently in the same section, though they may choose to do so voluntarily.
  
- Regardless of any state or county-level changes in mask policy, masks will continue to be required indoors on campus for the remainder of Winter Quarter.
  
- 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 Winter Quarter, the following on-ground proctoring payment guidelines will be in effect through the end of Winter 2022. 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 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

Faculty who require continued accommodations for remote work (e.g., high risk of COVID complications, etc.) should work with HR to meet these needs. Per the contract, any other full online loads require Assistant Dean or Dean approval.

Faculty who serve students in a capacity outside of the classroom (e.g., counselors, librarians, those on special release) may be required to come to campus to provide these direct contact hours. The college will determine the hours that are required for staffing in order to meet student service needs, and will make an effort to limit the number of days these faculty are required to return to campus each week where possible.

#### Other Changes

- AVP will work with Divisions to make reasonable adjustments to course capacity for Winter 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 Winter 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.
- Consistent with CBA Section 16.5.2, required office hours expectations may be satisfied by electronic means (telephone, on-line chat, etc.) provided that office hours generally match the modality of the course instruction (i.e., courses taught in-person will have some in-person office hours), and that electronic office hours occur at pre-scheduled times identified on the course syllabus.

The college will continue to provide standard office supplies for faculty. They can work with their departments to order supplies and pick them up on campus.

Faculty who started teaching for Bellevue College in Fall 2021 or Winter 2022, and who were scheduled to teach on ground or hybrid courses in Winter 2022 will receive a stipend of up to \$600 for conversion of their courses to an online format in January 2022. The stipend will be prorated based on the percentage of FTEF they were scheduled to teach on ground (up to 1.0 FTEF).

#### 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.

Student Evaluations

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

In the event the college is required to close, or if there is a significant change to Winter modality or enrollment, this Letter of Agreement will be reopened for discussion.

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Chace Stiehl

Acting President

BCAHE

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Date

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Frances Dujon-Reynolds

VP of Human Resources

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Date