

LETTER OF AGREEMENT

Temporary Moves to Remote Learning

Community College District 540 (the "College") and the Heartland Faculty Association Local 6038 (the "Association") agree to the following:

Faculty have the ability to cancel class in the event of inclement weather, even if college facilities remain open. Alternatively, temporarily switching to remote learning may be appropriate for meeting instructor and student needs. Reasons for a temporary switch can include but are not limited to unsafe commuting conditions due to extreme weather (independent of campus remaining open during inclement weather), sudden illness or injury of the instructor that does not impede their ability to work remotely, or an emergency that falls outside the purview of the leaves of absence outlined in the CBA [Article XII]. Temporary moves to remote learning do not require faculty to use leave time.

"Remote learning" refers to instruction where the faculty member and the student are separated so that face-to-face communication is absent; asynchronous and/or synchronous communication is accomplished instead by one or more technological media. This communication can include but is not limited to live or recorded visual presentations, materials using computer and/or internet technologies, and e-mail or other electronic means. Faculty are expected to:

- have adequate e-communications with students to communicate the distance learning expectations,
- familiarize themselves with the Learning Management System (LMS) to the extent that temporary distance learning expectations are clear and easily accessible for students,
- and offer make-up work or deadline extensions for students without technological access.

This option can be used at the faculty member's discretion, but notice must be provided to the divisional office in advance of the class meeting time. Students should be notified in advance to allow them to avoid traveling to campus. No assumption should be made that students will have adequate technology at home and appropriate extensions should be provided to allow students to submit any work.

HEARTLAND FACULTY ASSOCIATION
IFT/AFT, AFL-CIO LOCAL 6038

By: *S. Migotsky*
President

Date: 05/08/24

HEARTLAND COMMUNITY COLLEGE
DISTRICT NO. 540

By: *Keith Cornell*
President

Date: 05/08/24