

Memorandum of Understanding (MOU)
Section 7.4. Section Cancellations and Review Timelines

Between
Heartland Community College (“the College”) – Community College District 540 and
the Heartland Faculty Association (“HFA”) – IFT Local 6038.

Amendment and Incorporation. This Memorandum of Understanding amends Section 7.4 of the Collective Bargaining Agreement (CBA) only as to the paragraphs identified below; all other language in Section 7.4 remains unchanged. Upon execution, this MOU language shall have full force and effect as CBA language and shall control in the event of any conflict. Unless the parties negotiate and agree otherwise, this amendment shall be incorporated into the next successor CBA at renewal; no further action is required for incorporation.

Replacement scope. The paragraphs of Section 7.4 beginning with “Supervising administrators shall review section enrollments...” and ending with “The final class schedule and faculty assignments shall be determined ...” are deleted and replaced with the following:

Section 7.4. Class Schedules.

[...]

Supervising administrators shall review section enrollments four (4) weeks and again two (2) weeks prior to the first class of the fall and spring semesters (and at least two (2) weeks prior to the first class of the summer term). Such reviews will inform enrollment-related class cancellation decisions.

If any of a faculty member’s classes are canceled, the faculty member and the supervising administrator shall discuss appropriate revisions to the faculty member’s schedule. Except under extraordinary circumstances (as determined by the supervising administrator in order to meet student needs), a class from the faculty member’s preferred alternative list – or, when not possible, another available course agreed upon by both parties – shall replace the canceled class.

Cancellations may occur up to the two-week review for the fall and spring semesters. Cancellations occurring at the two-week review point shall be limited and shall be accompanied by a written explanation to the faculty member identifying the circumstances.

Cancellations shall not occur within one (1) week of the scheduled start date of the class, except in the event of last-minute extraordinary circumstances (e.g., instructor resignation or agreed upon by the instructor).

The final class schedule and faculty assignments shall be determined by the supervising administrator in accordance with this section.

Signatures

For Heartland Community College

Name: _____

Title: Interim Provost and VP Academic & Student Affairs

Date: 10/23/2025

A handwritten signature in cursive script, appearing to read "Sarah J. Dill".

For Heartland Faculty Association (HFA)

Name: _____

Title: _____

Date: _____

A handwritten signature in cursive script, appearing to read "S. Migotsky".