# APPENDIX M: MOU – Test Program For Use of Online Evaluation Forms

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION

This Memorandum of Understanding (MOU) is made and entered into this 9th day of March, 2018, between the San Bernardino Community College District (hereinafter referred to as "District") and the San Bernardino Community College District Teachers Association (hereinafter referred to as "Association").

WHEREAS, the District and Association have negotiated the Evaluation under Article 16;

WHEREAS, both parties have discussed the implementation of the evaluation process using the online, ADP Performance Management for administration of the evaluation;

THEREFORE, both parties agree:

1. To undergo a test program for the use of the online, paperless software evaluation process for selected faculty members, as based on identified departments, during the test semester in Spring 2019.
2. The test group will consist of no more than 50% of the disciplines within each campus as determined by Human Resources.
3. Each faculty member who undergoes their regularly scheduled evaluation from the identified discipline will be asked to participate to assist with validity, reliability and consistency of practice and be trained in the system.
4. Student input shall not be included in the online program but will continue to follow the same format as currently used.
5. There shall be no change to the faculty evaluation process, unless otherwise negotiated.
6. The database will maintain the information that each faculty member will need to access in order to complete the self-assessment and for each evaluator to complete their evaluation.
7. The evaluation shall be printed for the evaluatee and evaluator signatures as well as a copy provided to the evaluatee for records and the personnel file.
8. Faculty members may access their current and previous evaluations that are securely housed in the ADP Talent Management system, as needed, once completed.
9. All faculty members and respective Deans will be trained using the online software program before implementation of the program on or by Fall 2019.
10. The negotiations team agrees to discuss progress with the use of the program and implementation process throughout the course of the year and agree to make any needed changes for ease of use.
11. Both parties agree to follow Article 15, Section G regarding access to personnel files.

This MOU shall be effective for the 2018-19 academic year and will require agreement by both parties. This Agreement made and entered into this 9th day of March, 2018.

San Bernardino Community College District

Amalia Perez
Director, Human Resources

San Bernardino Community College District Teacher Association

Sheri Lillard
President