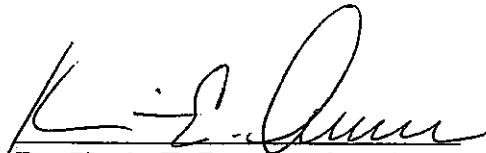


MEMORANDUM OF UNDERSTANDING
BETWEEN
THE ADMINISTRATION & FACULTY ASSOCIATION
OF
BROOME COMMUNITY COLLEGE

The undersigned understand and agree to a new article in the current collective bargaining agreement Article 54—Fast Forward/Concurrent. The attachment contains the full underlined text of the new article and replaces Article 28 section 10 E.

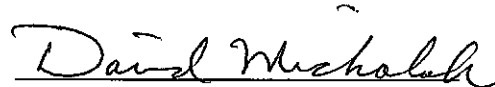
The parties further agree that this addition to the collective bargaining agreement is to be immediately effective.

For the College


Dr. Kevin E. Drumm, President

Date: 5/21/15

For the Faculty Association


David Michalak, President

Date: 5/21/15

Witnesses

Name: Patricia O'Day
Date: 5/21/15

Name: Dr. Fred G. Ludlow
Date: 5/21/15

Article 54 – FAST FORWARD/CONCURRENT ENROLLMENT

Fast Forward/Concurrent Enrollment courses are classroom courses taught in the physical high school facilities which carry both SUNY Broome Community College and high school credit. No fully online courses shall be taught as Fast Forward/Concurrent courses. The chair or designee will be responsible for Concurrent Enrollment courses and will be paid \$75 per section. The payment will be consistent with the respective rate adjustments established in Article 38 for each year of the bargaining agreement. FTE's generated by Concurrent enrollment courses will be credited to the department offering the courses in any global formula the administration develops for distribution of released time hours.

Chairs/Department Fast Forward Coordinators overseeing Concurrent Enrollment courses will be compensated within a reasonable amount of time. Reasonable is defined in this case as no later than one paycheck after the end of the semester. The sections of the concurrent enrollment courses offered will be determined collaboratively by the Executive Vice President/Chief Academic Officer, the Division Dean, and the Department Chair. The intent is to avoid undue pressure on any party to offer these courses. Concurrent Enrollment courses shall not have the effect of reducing the number of, consolidating, or eliminating faculty positions. If a full-time faculty member has insufficient load, she/he may be assigned by the chairperson to act as a mentor in an assignment that would equate to the number of contact and/or credit hours related to the appropriate Fast Forward/Concurrent course in question.

Compensation for chairs or their designated Coordinators for work completed as related to Concurrent Enrollment/Fast Forward responsibilities, will be paid as stated above for each course section supervised per semester with the following payment schedule: For each instructor evaluation per site visit: \$150. For each new instructor orientation workshop; \$150, and for each course assessed; \$150, frequency per National Alliance of Concurrent Enrollment Partnerships (NACEP). Payment will be based upon the number of course sections listed in the concurrent enrollment MOAs generated annually by the Fast Forward Center and approved and signed by the department chairperson.

For departments offering more than 5 sections of concurrent enrollment courses in a semester, chairpersons may appoint a *Fast Forward coordinator that shall receive release time of 3 credit hours for this work per semester.*

Department Chairperson or Department Fast Forward Coordinator Responsibility Requirements:

<u>Responsibility</u>	<u>Frequency</u>	<u>Requirement</u>
<u>Course Syllabi Reviews</u>	<u>As Needed Per Semester</u>	<u>As Submitted</u>
<u>Screening and Interviews for Prospective Instructors</u>		
<u>Orientation Workshops and</u>	<u>As necessary to train new</u>	<u>Agendas and attendance</u>

<u>Attendance and Participation in BCC sponsored Professional Development Workshops</u>	<u>Instructors</u>	<u>records of orientation for FF teachers (with a focus on new teachers - syllabus review, curriculum content, grading scale, expectations, and timeline.</u>
<u>Review of assessment tools of Fast Forward instructors.</u>	<u>As necessary</u>	<u>Example of review to include an overall written summary of outcomes</u>
<u>Site Visit for the purpose of Instructor Evaluation</u>	<u>Adherence to requirements of the Faculty Association Contract for evaluation of adjunct faculty</u>	<u>Peer Evaluation and Dual Enrollment Compensation Form for each evaluation completed</u>

Evidence is required to be submitted to the Fast Forward Center twice per year (Dec, May).