



## Side Letter




This SIDE LETTER is entered into by and between the Mt. San Antonio Community College District (District) and the Faculty Association. This SIDE LETTER shall not be deemed precedent setting and shall not be construed as an admission of any wrong-doing or liability by either party to this SIDE LETTER.

*Intent: To implement the Academic Senate Taskforce Accreditation and RSI Report Recommendations approved by Academic Senate on April 11, 2024, inclusive of a process that has both immediate and ongoing plans to ensure that college distance learning courses meet the federal standard for Regular and Substantive Interaction (RSI).*

*Article 13 shall be closed with the signing of this Side Letter and the MOU for Article 13, until the successor agreement is negotiated in 2025-26, unless there are changes to State or Federal guidelines relevant to Article 13 that require amending with an MOU. This will allow the RSI process to run its course before we modify this article again.*

The District and the Faculty Association agree to the following, for the Summer 2024, Fall 2024, Winter 2025, and Spring 2025:

- 1) RSI Faculty Peer Mentor Reviewers: Up to Ten (10) RSI Mentors shall be appointed by the Academic Senate as per (10.N.1.) and be provided with up to 37.5 total LHE for Fall 2024 and Winter 2025 as per the Academic Senate Taskforce Accreditation and RSI Report approved by Academic Senate on April 11, 2024. Their charge will be to conduct a review of up to 450 courses. All course reviews will take place on a voluntary basis, with a professor guiding the RSI Peer Mentor Reviewer through their course shells as is consistent with the processes in the contract. The following duties are required as part of the course review:
  - a) Review professor's course shell and provide detailed feedback on the RSI rubric.
  - b) Meet with the professor to discuss the review and make recommendations.
  - c) Revisit the professor's course to ensure appropriate updates have been made and hold additional conversations with the professor as necessary.
  - d) Complete a mandatory norms professional development training session in Distance Learning best practices and ACCJC's appreciative inquiry approach prior to serving as an RSI Mentor by the first two weeks of the fall semester or winter term.
  - e) Participate in monthly check-in meetings, tracking course reviews, professional development, and progress reports with RSI Coordinators.

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2) RSI Coordinators: Two RSI Coordinators to be appointed by the Academic Senate as per 10.N.1. Each RSI Coordinator shall receive two (2) LHE for Summer 2024, two (2) LHE for Fall 2024, one (1) LHE for Winter 2025, and three and a half (3.5) LHE for Spring 2025 to complete duties and professional development for Summer 2024 through Spring 2025 as per the Academic Senate Taskforce Accreditation and RSI Report approved by Academic Senate on April 11, 2024.

a) Summer 2024

- i) Develop the list of professors to be assigned to RSI Professor Peer Mentor Reviewers for Fall 2024.
- ii) Recruit RSI Professor Peer Mentor Reviewers and have them appointed by Academic Senate for Fall 2024.
- iii) Create a tracking mechanism with RSI Mentor Reviewers assignments (Smartsheet, shared Excel sheet, Canvas shell, etc.).
- iv) Communicate and coordinate regularly with administration on progress.
- v) Develop the norms training for all RSI Mentor Reviewers.
- vi) Recruit a small number of volunteers (up to ten) for pilot program to take place in summer, with results communicated to administration.
- vii) Prepare and implement department chair RSI training (regular chair training that occurs a week prior to Fall).
- viii) Begin the mandatory norms training based on availability of the RSI Mentor Reviewers such as Fall FLEX.

b) Fall 2024

- i) Facilitate early semester campus outreach such as town hall or forum in coordination with DLC, Senate, and the Accreditation Core Team.
- ii) Track and affirm RSI Mentor Reviewers for Fall 2024.
- iii) Confidentially store final rubrics as evidence.
- iv) Organize and hold monthly check-in meetings for all RSI Mentor Reviewers for ongoing norming alignment and communication.
- v) Develop the list of professors to be assigned to an RSI Professor Peer Mentor Reviewer for Winter 2025.
- vi) Continue to monitor other college plans for implementing RSI rubrics, etc.
- vii) Communicate and coordinate regularly with administration.
- viii) Report out progress to constituency groups (Accreditation Core Team, Academic Senate, DLC, PAC, etc.).
- ix) Work with RSI Peer Mentor-Reviewers to identify best practices to showcase and facilitate a late-semester Summit to celebrate and share best practices.

c) Winter 2025

- i) Track and affirm RSI Professor Peer Mentor Reviewers for Winter 2025.
  - ii) Monitor professors scheduled to teach online courses in Spring 2025, identify those who have not completed an RSI review with a mentor, and assign them to an RSI Professor Peer Mentor Reviewer.
  - iii) Continue to monitor other college plans for implementing RSI rubrics etc.
  - iv) Communicate and coordinate regularly with administration.
  - v) Prepare a FLEX Day update or training.
- d) Spring 2025
- i) Conduct anonymous surveys of results and anonymously track data in collaboration with the Office of Research and Institutional Effectiveness.
  - ii) Write reports in collaboration with Accreditation Core Team.
  - iii) Continue to monitor other college plans for implementing RSI rubrics, etc.
  - iv) Communicate and coordinate with administration through regular scheduled meetings.
  - v) Confidentially review 100 randomly selected courses in Spring 2025 to evaluate the success of the process proposed by the RSI task force. The participating instructors and courses shall remain anonymous in all reports and to all persons outside of the evaluators. This review is for the purpose of general feedback to improve the RSI review process.
  - vi) Support and mentor new online spot-certified faculty who did not complete the RSI review process in the fall or winter terms.

3) RSI Review Stipend: Two (2) hours of compensation at the non-instructional rate for professors who complete the RSI Review process beginning Fall 2024 through Winter 2025 as per the Academic Senate Taskforce Accreditation and RSI Report approved by Academic Senate on April 11, 2024. Incentive stipend for voluntarily submitting their course shell for RSI review shall be for the following:

- a) 1 hour for a self-assessment of their course using the RSI rubric
- b) 1 hour for the meeting with their RSI Professor Peer Mentor

**ACCEPTED AND AGREED TO:**



Sandra Esslinger  
Lead Negotiator, Faculty Association

May 25, 2024


Date



Emily Woolery  
Faculty Association President

May 25, 2024

Date

S.E.  E.W.  M.G. 

Martha Garcia

Martha Garcia (May 25, 2024 15:57 MDT)

Dr. Martha Garcia  
College President/CEO, Mt. San Antonio College

May 25, 2024

Date

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