

August 9, 2022

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE PALOMAR COMMUNITY COLLEGE DISTRICT &
THE PALOMAR FACULTY FEDERATION**

This Memorandum of Understanding (“MOU”) is entered by and between the PALOMAR COMMUNITY COLLEGE DISTRICT (“District”) and the PALOMAR FACULTY FEDERATION (“PFF”), collectively “the parties” and is in relation to Appendix F: Release Time.

Due to the additional workload and continued deadlines for HEERF grant allocation completion, the parties agree that the CALM Committee co-chairs will receive 20% release time for Fall 2022 to meet the responsibilities outlined below. This is in addition to the 20% release time added in Appendix F beginning Fall 2022. The total reassigned time to be shared by the co-chairs, for Fall 2022, is 40%

This MOU is based on the availability of current categorical funding. The parties agree to revisit the above reassigned time if the availability of categorical or grant funds are added or extended.

Responsibilities for This Position:

1. Oversee faculty grant program budget and expenditures, including quarterly reporting and accounting.
2. Coordinate and assist faculty grant awardees to ensure that deadlines and deliverables are achieved.
3. Complete the Creative Commons Certificate training program and advise faculty on appropriate Creative Commons licensing.
4. Attend and serve on the CALM Committee.
5. Advocate for OER resolutions of support from the Faculty Senate, College Council, and Associated Student Government (ASG).
6. Advise on open education resources matters or issues related to Faculty Senate, Department Chairs, and other groups as needed.
7. Work collaboratively with CALM Coordinator to plan and deliver Professional Development activities.
8. Work collaboratively with the CALM Committee to plan and deliver a districtwide OER Symposium for Open Education Week in Spring.
9. Work collaboratively with the CALM Committee to curate Equity and Accessibility Canvas training modules for grant awardees.
10. Attend OER-related conferences and professional development programs.
11. Oversee faculty grant program, including coordinating funding, accounting, faculty payments, etc.
12. Maintain the CALM website.
13. Assist faculty grant awardees to ensure that deadlines and deliverables are achieved, including assisting faculty with editing, proofreading, and implementation testing.
14. Increase campus awareness and offerings of Zero Textbook Cost (ZTC) and Low Textbook Cost (LTC) courses, by increasing ZTC and LTC combined course offerings.
15. Ensure proper ZTC/LTC labels are displayed in the online class schedule.
16. Hold regular Office Hours to assist faculty in ZTC/LTC conversion and to answer questions districtwide.

- 17. Identify ZTC degree pathways and curate the information
- 18. Work collaboratively with the CALM Committee to curate Zero Textbook Cost (ZTC) and Low Textbook Cost (LTC) training modules for all faculty.
- 19. Collaborate and participate in grant writing process for any new grant opportunities related to Zero Textbook Cost initiatives.

Date: Aug 11, 2022

David Joseph Montoya III
David Joseph Montoya III (Aug 11, 2022 08:32 PDT)

David Montoya
Assistant Superintendent/Vice President, Human
Resource Services

Date: Aug 10, 2022

Jenny Fererro

Jenny Fererro
Lead Negotiator, PFF

Date: Aug 10, 2022

Lawrence Lawson

Lawrence Lawson
Co-President, PFF

Date: Aug 11, 2022

Barbara Baer
Barbara Baer (Aug 11, 2022 06:28 PDT)

Barbara Baer
Co-President, PFF












MOU CALM Fall 2022 (FINAL)


Final Audit Report

2022-08-11


Created:	2022-08-10
By:	Maria Zapien Rangel (mzapienrangel@palomar.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAY0VTR-91ppfuU6-8OuSUNDZpdOZEx1HS

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 Agreement completed.

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