

## MEMORANDUM OF UNDERSTANDING

This **MEMORANDUM OF UNDERSTANDING** ("MOU") is entered into by and between the **SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT** ("District"), and the **CUESTA COLLEGE FEDERATION OF TEACHERS, AFT Local 4909** ("Federation").

### TERMS

**Background:** The Professional Development Studies and Personal Development Studies (PDS/PEDS) courses include two certificate programs: Customer Service Academy (CSA) Supervision and Management Academy (SMA) and a third certificate currently under development: Project Management Academy (PMA). It also includes the dual enrollment and concurrent enrollment courses of Get Focused Stay Focused (PEDS 110) and Workplace Readiness Fundamentals (PEDS 111). These programs and courses have no faculty lead to assist with scheduling, program course assessment, development or improvement, curriculum development, program review or continual outreach. These programs also represent strong collaborations with local businesses, agencies and school districts.

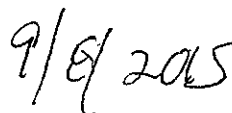
The District and the Federation have agreed as follows:

1. To meet the needs of the students, staff and faculty in the Personal and Professional Development Studies, a part-time faculty member will serve as lead Faculty.
2. The faculty member will receive a stipend of \$2,402 per semester for their coordination and leadership in the Customer Service and Supervision and Management Academy area. The stipend is to be distributed in equal payments over the semester.
3. The areas of responsibility and tasks for the lead designation are appended in this document.
4. The MOU is aligned with other part-time lead faculty designations as outlined in Appendix B of the CCFT Bargaining Agreement.
5. This agreement does not alter the faculty member's regular assignment.
6. This agreement will remain in force until the position is filled by a full-time faculty member.
7. The terms of this MOU are non-precedential and do not create any historic practice.

This MEMORANDUM OF UNDERSTANDING supersedes any MOUs regarding the assignment of Personal and Professional Development Studies. By their signatures below, the signatories certify that they are authorized representatives of either the District or the Federation and that any and all action necessary

for the parties to ratify and accept this MOU as a binding agreement have been completed in the manner required by that party. Upon the affixing of the signatures below, this MOU is entered into without the need for further ratification and acceptance.

ACCEPTED AND AGREED TO:



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Debra Stakes, President  
CUESTA COLLEGE FEDERATION OF TEACHERS, AFT Local 4909

Date



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Gilbert H. Stork, Ed.D.  
Superintendent/President  
SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT

Date

## **WORKFORCE, ECONOMIC DEVELOPMENT & COMMUNITY PROGRAMS LEAD FACULTY IN PERSONAL AND PROFESSIONAL DEVELOPMENT STUDIES**

### **DEFINITION**

Under the general supervision of the Director or Supervisor, Workforce, Economic Development and Community Programs, serve as faculty lead for the Personal and Professional Development Studies.

### **DISTINGUISHING CHARACTERISTICS**

The Personal and Professional Development Studies Lead Faculty position is distinguished by the requirements to fulfill faculty assignments for the Personal (PEDS) and Professional Development Studies (PDS) program.

This position supports student learning outcomes by overseeing business, personal and professional development to students, employers and employees with assisting and ensuring that the policies and regulations of this program is upheld.

### **ESSENTIAL FUNCTIONS**

- Assist in establishing a schedule of classes of PEDS & PDS courses each semester;
- Facilitate communication with faculty and make recommendations for instructional materials for PEDS & PDS courses and programs;
- Oversee processes in reviewing, assessing and revising student learning outcomes and facilitates course/program improvements based on results;
- Review and revise PEDS & PDS course outlines as needed;
- Lead the program review process (CPPR, APPW, CPAS) for PEDS & PDS and follow-up as necessary;
- Update procedures for effective program review and other college information needs;
- Organize and oversee PDS Advisory Committees, in collaboration with Career Connections and the Institute for Professional Development;
- Participate in departmental meetings, advisory committees, and other related groups;
- Establish and maintain cooperative working relationships with those contacted in the performance of duties;
- Maintain confidentiality;
- Promote positive relationships in the community;
- Communicate effectively orally and in writing;
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities;
- Perform other related duties as required.