

Memorandum of Understanding

The purpose of this Memorandum of Understanding between the United Faculty of Evergreen ("UFE") and The Evergreen State College ("Evergreen") is to memorialize an agreement between the parties regarding counting student credit hours.

Recitals

The parties recognize the following:

1. Student credit hours is a working condition in the current Collective Bargaining Agreement. [See Article 7: Faculty Teaching Load, and specifically, Article 7.1: "... a full time load is equivalent of one (1) faculty member per twenty-five (25) students, each of whom is registered for sixteen (16) credits per quarter (equivalent to four hundred (400) student credit hours per quarter). Student contact time will vary depending on the mode of instruction but must be sufficient to deliver program content associated with meeting stated student learning outcomes and awarded credit."]
2. The Faculty Handbook includes language regarding student credit hours. The subject and current practice of this language belongs in the Collective Bargaining Agreement: "In curriculum planning and setting of class schedules, each quarter of credit should require at least three hours per week of time, averaged over a ten-week quarter, for the 'typical' Evergreen student. This shall pertain to all modes of study (individual contracts, research projects, fieldwork, laboratory, studio and classroom) and includes both direct instruction and homework study time."
3. The Northwest Commission on Colleges and Universities has requested that student credit hours be calculated consistent with recent federal regulations: "one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for... ten to twelve weeks for one quarter hour of credit..."
4. Compliance with the federal regulation will not change current practice or faculty teaching load specified in the CBA, but only reflects a method of counting current student credit hours.

Agreement

Now, therefore, the parties agree as follows:

1. The credit hour will be defined by the following policy:

Quarter Hour Credit Policy

In curriculum planning and the setting of class schedules, each quarter hour of credit should require at least three hours per week of time, averaged over a ten-week quarter, for the "typical" Evergreen student. This shall pertain to all modes of study (individual contracts, research projects, fieldwork, laboratory, studio and classroom) and includes both direct instruction and homework study time.

An hour is defined using the traditional "Carnegie Unit" measurement of 50 minutes.

For Evergreen programs and courses, the standard expectation is that each quarter hour of credit will involve one hour of classroom or direct faculty instruction and two hours of out-of-class student work each week for ten weeks, or the equivalent amount of work over a different amount of time.

Evergreen's interdisciplinary and coordinated curriculum includes some offerings with more or less direct faculty instruction than the standard, including, but not limited to:

- Programs and courses with laboratory and studio components that involve more direct faculty instruction;
 - Programs and courses that have components of independent study (such as internships, research, community service, and study abroad) that reduce the overall proportion of direct faculty instruction—such offerings will indicate the proportion of the offering devoted to independent study in the program description, and that proportion will not exceed 50% of the offering; and
 - Other modes of study that involve significantly more independent learning (e.g., Individual Learning Contracts, Internship Learning Contracts, Undergraduate Research offerings, Student Originated Studies).
2. This codification of current practice (each quarter hour of credit should require at least three hours per week of time, averaged over a ten week quarter) reflects status quo faculty teaching load working conditions and is not an increase in faculty teaching load.
 3. Both parties will monitor the implementation of this modified Quarter Hour Credit Policy in regular Labor-Management meetings to ensure that there is no increase in faculty teaching workload and variations are available to reflect the unique Evergreen academic traditions.
 4. This MOU is in effect upon ratification by the parties, no later than the end of Spring Quarter 2013.

Signed and Dated this 23 day of May, 2013.

The Evergreen State College

Allen Olson

By Allen Olson

Its Academic Dean

United Faculty of Evergreen

Laurie Meeker

By Laurie M. Meeker

Its Chair