Memorandum of Agreement
between
Bates Faculty Union, Local 4184, AFT-Washington
and the
Board of Trustees of Bates Technical College

June 17, 2011

The College and the Local 4184 Union agree that the following Student Input process will replace the current language in Section 9.2.3.2 of the collective bargaining agreement to be effective July 1, 2011.

9.2.3.2 Student Input Form (Appendix D)

Employees will schedule the collection of student input forms. Employees will not be present when students complete their forms. Student input shall be solicited at least twice during the regular student school year, or at the end of an instructional period if a program is two quarters or less in duration, and at the end of every general education course. Additional student input may be required for industry validation, accreditation and/or program certification, or at the request of the supervisor.

The survey forms will be made available in an on-line format by the Educational Systems Department, and a link provided to all Faculty by the fifth week of the fall quarter of the school year. Instructors are free to adjust the forms processing over the course of the school year (e.g., for convenience or for programs with specific start dates), but should not conduct a survey twice in one quarter for the same program. Once the survey has been completed by students, the instructor will notify the Educational Systems Department to run a report, which will be returned to the instructor by email as a pdf document. Student input summary data must be shared with the employee’s supervisor upon request and when available. Student input will be collected using the Student Input Form (Appendix D.)

In the event that an alternative, program/course specific student input form is needed, it shall be mutually developed by the appropriate supervisor, assessment department, and the affected employee(s), and at a minimum, include the following elements:

a) Effective delivery of service/information or instruction
b) Adequacy of resources and materials provided
c) Communication skills
d) Respectful treatment
e) Student/customer satisfaction.

In multiple instructor programs, students will complete separate forms for each employee with which they have regular instructional contact.
For Local 184

June 22, 2011
Date

For Bates Technical College

June 21, 2011
Date