

## Teaching & Learning Advisor Letter of Understanding

Between:

Okanagan College  
(the “College”)

And:

Okanagan College Faculty Association  
(the “Association”)

Collectively:

“The Parties”

**Whereas:** The College is establishing new positions / roles designed to provide Teaching & Learning support to College Professors and Vocational Instructors; and

**Whereas:** The above noted positions do not currently exist within Okanagan College and are not presently part of any of the existing bargaining units; and

**Whereas:** The College, in consultation with all bargaining units, will establish these new Teaching & Learning Advisor positions as part of the OCFA Bargaining unit; and

**Whereas:** Definitions for employee classifications, as well as general duties and responsibilities for positions that fall within the OCFA bargaining unit are set out in the local collective agreement; and

**Whereas:** The current, Local OC-OCFA Collective Agreement (2019-2022) does not currently contain employee classifications, or general duties and responsibilities for the new Teaching and Learning Advisor positions; and

**Whereas:** The College & the Association are in the process of bargaining a new local Collective Agreement; and

**Whereas:** The Parties recognize and agree that the new positions will continue to evolve during the implementation process;

**The Parties agree as follows:**

1. The College & Association agree to support the establishment of the new Teaching & Learning Advisor positions through this LOU;
2. This LOU will not form part of the collective agreement currently being bargained;
3. The Terms & Conditions of employment for the new Teaching & Learning Advisor positions will include all rights and benefits associated with non-instructional Faculty, in accordance with the Local OC-OCFA Collective Agreement;
4. For the purposes of a working definition of this new employee classification, the parties will use and apply the following:

An employee qualified to assist in the andragogy of teaching and learning including, course design and implementation for engaging online, hybrid and classroom learning environments. The minimum qualification is a Masters of Education degree in curriculum design or adult education.


5. The duties and responsibilities of this position will be broadly identified as follows:

The professional duties of a Teaching and Learning Advisor may include any or all of the following: assisting faculty, instructors and continuing studies and corporate services instructors and administrators in course design for online, hybrid and classroom learning experiences related to teaching andragogy; assisting in the creation of engaging learning environments that support innovation and excellence in learning; through the application of learning design theories, practice and methods as outlined in evidence-based literature; making recommendations for learning activities and assessment strategies that align with learning outcomes, and student success.

6. During the life of this Letter of Understanding, the option will exist for the College to consult with the Association, to update / modify the classification definition, as well as the duties and responsibilities, identified in sections 4 and 5 respectively. Such updates will be documented as an addendum to this letter.
7. The College & Association agree that, upon the expiry of the collective agreement that is currently being bargained, the parties will bargain language into the applicable articles of the new collective agreement or, renew this LOU and incorporate it into the new collective agreement.

On behalf of Okanagan College:

On behalf of Okanagan College Faculty Association:

  
\_\_\_\_\_  
Dr. Andrew Hay  
Provost & Vice President, Academic

  
\_\_\_\_\_  
Sharon Mansiere  
OCFA President

**Formative Evaluation Pilot Program  
Memorandum of Agreement**

Between

**Okanagan College (“the College”)**

and

**Okanagan College Faculty Association (“the Association”)**

**Re: Fall 2023 and Winter 2024 Formative Evaluation Pilot Program**

**Whereas:**

- A. The Association has grieved (FAC18/08: Improper Use of Formative Evaluations. “the grievance”) the implementation and use by the College of formative evaluations;
- B. The College and the Association have agreed to form a Working Group to redesign the formative evaluation survey and reporting framework with the aim of resolving the grievance;
- C. The Working Group has advised the College and Association to use the new survey and reporting framework developed by the Working Group for the Fall 2023 and Winter 2024 semesters as part of a pilot program (“the pilot”) to evaluate the new design;

**The College and the Association agree as follows:**

- 1. Faculty formative evaluations will use the newly designed survey and reporting framework during the Fall 2023 and Winter 2024 semesters.
- 2. Excepting 3 below, the results of surveys of faculty conducted during the pilot shall not be used for hiring, firing, promotion, and summative evaluation, but only for evaluation of the pilot.
- 3. Upon request by Faculty, the College may use the results of formative evaluations performed during the pilot for applications for future work at the College. No requests or suggestions may be made by representatives of the Employer to influence the Faculty member in making this decision.

Agreed this 18 day of January 2024  
Day Month Year

For the College



\_\_\_\_\_  
Name

For the Association



\_\_\_\_\_  
Name

Associate Vice President, Education Services  
Title

Acting President, OCPA  
Title

Provision of Employee Information  
Letter of Understanding

Between:

OKANAGAN COLLEGE  
(the "College")

And:

OKANAGAN COLLEGE FACULTY ASSOCIATION  
(the "Association")

Collectively:

"The Parties"

The Parties agree as follows:

1. The College agrees to provide the Association with the following employee information for members of the Association:
  - Employee ID
  - First Name
  - Last Name
  - Employee Group
  - Job title
  - Department
  - Campus
  - Status (Active/On Leave)
  - Original Hire Date
  - Current position hire date
  - Adjusted Service Date
  - Current Step Placement
  - Employee work e-mail
  - Personal Phone Number
  - Home Address
  - Personal E-mail
  - Date of Birth
2. This information will be provided through a report that the Association can run independently whenever they wish to update this information. The College will provide the required system access and the technical assistance to facilitate the Association in running this report.
3. The College will provide information held in its records for current faculty employees and is not responsible for changes to personal phone number, personal email or home address

information. It is the responsibility of employees to update this information using the self-service option in the Banner system.

4. This LOU will be subject to annual review by the Parties, through the Joint Committee on the Administration of the Agreement. Any changes to the types of information provided to the Association shall be by mutual agreement of the parties.

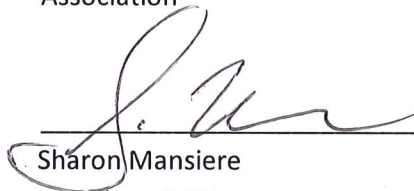
Signed:

On Behalf of Okanagan College

On Behalf of the Okanagan College Faculty Association



Gillian Henderson  
AVP, People Services



Sharon Mansiere  
President OCFA

8 Feb 2023

Date

8 Feb 2023

Date