

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
DELTA COLLEGE AND DELTA COLLEGE FACULTY ASSOCIATION,  
MEA/NEA**

**Clinical Attendance Tracking for Health and Wellness Nursing Programs**

This Memorandum of Understanding ("MOU") is entered into between and among Delta College ("College") and the Delta College Faculty Association, MEA/NEA ("DCFA") (individually, a "Party" and collectively, the "Parties"). The Parties hereby agree to the following terms, understanding that these terms are subject to further negotiation during collective bargaining and that this MOU cannot be changed unless by a subsequent ratified contract or a written agreement signed by an authorized representative of each Party.

This MOU formally recognizes and memorializes the agreement regarding attendance tracking for clinical education courses (preceptor hours) in NUR250-LW and NPT270-LW. The agreement aims to prevent duplication of efforts, maintain alignment with accreditation requirements, and ensure the College's compliance with attendance retention.

Historically, clinical faculty in these programs have used a specialized system that tracks clinical hours, attendance, and competencies, as their accrediting bodies require. Recently, a request was made for these faculty to take attendance in Delta College's standard attendance tracking system. Faculty raised concerns that duplicating attendance tracking in two systems would create an undue burden and disrupt established practices.


This MOU establishes that Nursing faculty teaching NUR250-LW and NPT270-LW will continue using Trajecsyst or agreed upon clinical tracking program as the official system for tracking attendance in clinical education courses. This system will act as the primary and exclusive platform for recording clinical and preceptor hours, including documentation of excused absences, makeup time, and verification of student hours by Clinical Preceptors and faculty. The specific tracking system used may change based on programmatic needs. This MOU applies to any approved clinical attendance tracking system designated by the Nursing Program.


Faculty in the above identified program will have an exception from tracking clinical attendance in Faculty Self-Service for the above courses that are clinical in nature and managed through Trajecsyst or agreed upon clinical tracking program. This exemption applies explicitly to clinical/preceptor courses and does not extend to other types of courses (e.g., didactic/lab courses).

Program coordinators and faculty will ensure that attendance data in Trajecsyst or agreed upon clinical tracking program remains accurate, up-to-date, and available for college review when necessary. Any future changes to accreditation standards, College policy, or clinical tracking expectations will be communicated promptly between the Health & Wellness Associate Dean, Dean of Occupational Programs, Registrar's Office, and faculty representatives.

All terms in the CBA and in other MOUs between the Parties, not inconsistent with this MOU, shall continue to apply. This MOU is not precedent-setting and cannot be used as evidence of a

practice or policy at the College. Once this MOU is signed by each Party, it shall be effective immediately.

College:  Date: 05/29/2025  
Michael Gavin (May 29, 2025 16:33 EDT)

DCFA, MEA/NEA:  Date: 05/29/2025  
Ski VanderLaan (May 29, 2025 16:32 EDT)