

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

Clinical Attendance Tracking for Health and Wellness Non-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 (internship hours) in Radiography, Respiratory Therapy, and Sonography Programs. 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 faculty in the Radiography, Respiratory Therapy, and Sonography Programs will continue using Trajecsyst 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 internship hours, including documentation of excused absences, makeup time, and verification of student hours by Clinical Preceptors and faculty.

Faculty in the above identified programs will have an exception from tracking clinical attendance in Faculty Self-Service for courses that are clinical in nature and managed through Trajecsyst. This exemption applies explicitly to clinical/internship 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 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: 03/28/2025
Michael Gavin (Mar 28, 2025 10:22 EDT)

DCFA, MEA/NEA:  Date: 03/26/2025
Ski VanderLaan (Mar 26, 2025 10:14 EDT)