

MEMORANDUM OF UNDERSTANDING

The following memorializes the understanding of the Butte-Glenn Community College District (hereinafter referred to as the "District") and the Butte College Education Association (hereinafter referred to as "BCEA") regarding changes to section 6.6.3.

- 6.6.3 Classroom observations shall be performed by the appropriate supervising dean or other administrator, so designated by the Chief Instruction Officer. At least one classroom observation must be conducted before an Evaluation of Instructor Performance is prepared. Components of a classroom observation include a pre-observation, observation and data collection, a post-observation, and an Instructor Improvement Plan (if necessary).
- A. A pre-observation is an informational meeting between evaluator(s) and the instructor which may include but is not limited to lesson plans, course syllabi, course and class goals, selection of standardized option for soliciting student input (G5) and objectives for the period of observation and data collection. If there is no improvement plan in place, and if the faculty member has chosen the Department Chair/Coordinator process, the pre-observation may be waived with the agreement of both the faculty member and the district. The pre-observation meeting may be conducted by phone or video chat.
- B. The classroom observation and/or data collection component of a classroom observation is an active, systematic, and purposeful process which requires the observer to assess teacher-student interaction. Data collection includes evaluator soliciting student input using the standardized options.
- C. Evaluators may ask questions to obtain clarification from evaluatee during and/or after the classroom observation.
- D. Online Course Evaluation
Should the class mutually selected for observation be on-line ~~or hybrid~~, then the observation will be a course tour. The Distance Education Evaluation will consist of these steps: a pre-observation meeting, a course tour and observation, a self-evaluation, chair and/or peer input, Student Feedback Forms (SFFs) for online instruction and a post-observation meeting. The G1 and G5 are not to be used in this process.
1. Course Tour and Observation
The faculty member will conduct a tour of the selected course for the Evaluation Team. The timing of the course tour and observation will follow section 6.4.2.c of the contract, and they will follow the process outlined in the G13. The tour will only take place outside the parameters of section 6.4.2.c for good reason and by mutual agreement. The course tour will be a pre-scheduled, hour-long session, which may be extended at the faculty member's request. The Evaluation Team will observe the course at this time and use the Online Course Tour Guidelines to prompt discussion. For probationary faculty, the G3L will be used. Tenured faculty have the option to use either the G3L or the G3S. The Online Course Tour Guidelines will be found on the HR website under evaluation forms.
- E. Hybrid Course Evaluation

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When the class mutually selected for observation is a hybrid course, both the in-person and online components shall be evaluated.

1. ~~Pre-Observation Meeting~~In-Person Classroom Observation

~~A pre-observation meeting will be held between the evaluator(s) and the instructor~~The in-person component of the hybrid course will be evaluated in accordance with section 6.6.3 A,B,C, which includes the pre-observation meeting, classroom observation and data collection from soliciting student input(G5).

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2. Online Course Observation (Course Tour)

The online component of the hybrid course will follow the Online Course Tour process as outlined in 6.3.D.1.

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By: 
For BCEA

By: 
Erik Steiner (Oct 30, 2024 20:05 PDT)

By: 
Chris Little (Oct 29, 2024 04:26 PDT)
For the District












BCEA MOU 6.6.3 Hybrid Evals_Oct2024

Final Audit Report

2024-10-31

Created:	2024-10-29
By:	Kathy Turner (turnerkat@butte.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAf3qBvrEcfUPAPdzqxsezH0VWaJ9L30eE

"BCEA MOU 6.6.3 Hybrid Evals_Oct2024" History

-  Document created by Kathy Turner (turnerkat@butte.edu)
2024-10-29 - 6:18:48 PM GMT- IP address: 205.155.141.8
-  Document emailed to Jason Trento (TrentoJa@butte.edu) for signature
2024-10-29 - 6:19:28 PM GMT
-  Email viewed by Jason Trento (TrentoJa@butte.edu)
2024-10-29 - 6:21:07 PM GMT- IP address: 172.226.212.0
-  Document e-signed by Jason Trento (TrentoJa@butte.edu)
Signature Date: 2024-10-29 - 6:21:32 PM GMT - Time Source: server- IP address: 205.155.141.8
-  Document emailed to Erik Shearer (shearerer@butte.edu) for signature
2024-10-29 - 6:21:36 PM GMT
-  Email viewed by Erik Shearer (shearerer@butte.edu)
2024-10-31 - 3:05:41 AM GMT- IP address: 104.47.57.126
-  Document e-signed by Erik Shearer (shearerer@butte.edu)
Signature Date: 2024-10-31 - 3:05:46 AM GMT - Time Source: server- IP address: 75.4.37.44
-  Document emailed to Chris Little (litlech@butte.edu) for signature
2024-10-31 - 3:05:48 AM GMT
-  Email viewed by Chris Little (litlech@butte.edu)
2024-10-31 - 11:26:06 AM GMT- IP address: 104.28.124.108
-  Document e-signed by Chris Little (litlech@butte.edu)
Signature Date: 2024-10-31 - 11:26:27 AM GMT - Time Source: server- IP address: 76.20.92.131
-  Agreement completed.
2024-10-31 - 11:26:27 AM GMT