


MEMORANDUM OF UNDERSTANDING

The following is a three-year agreement between the Butte-Glenn Community College District (hereinafter referred to as the "District") and the Butte College Education Association (hereinafter referred to as "BCEA") in regards to the **Dual Enrollment Coordinator for the 2024-2027 academic year.**

The Dual Enrollment Coordinator works with the Dual Enrollment Program Manager and supervising Dean to implement the District's strategic plan for Dual Enrollment. The Dual Enrollment Coordinator position will have 50% reassigned time and up to 10 additional duty days, which may include summer. Compensation for additional duty days shall be paid at the contractual pro rata rate. The schedule of additional duty days will be approved by the Vice President of Instruction or designee. Responsibilities include:


1. Works with high school and college entities to ensure that dual enrollment courses are scheduled to meet CCAP (AB 288) or non-CCAP requirements and comply with all codes, regulations, policies and procedures.
2. Attends meetings with high school administration, faculty, and high school district board meetings as needed.
3. Collaborates with Dual Enrollment Program Manager to plan, develop, administer and assess policies, procedures, services, strategies, goals, objectives and student learning outcomes for the program.
4. Collaborates with Deans and Chairs to make determinations on course requests from high school teachers and administrators and facilitates course audits.
5. Works with Department Chairs, Deans, and the Office of Instruction to create annual course schedules to meet the District's strategic plan for Dual Enrollment.
6. Collaborates with high school administrators to determine course offerings based on pathway alignment.
7. In collaboration with the Dual Enrollment Program Manager, establishes and maintains program timelines and priorities; participates with the coordination of establishing minimum qualifications, faculty training/orientation, and course offerings.
8. Supports participating high school faculty with navigating Butte College's learning management system.
9. Serves as a liaison between institutions for course scheduling, curriculum alignment, and faculty collaboration to assure clear communication.
10. Participates on committees, task forces, and special assignments; prepares and delivers oral presentations related to assigned areas.
11. Participates in the preparation and maintenance of various statistical records and reports.

By: 

For BCEA

By: 

By: Erik Shearer (Apr 30, 2025 10:44 PDT)

By: 

By: Chris Little (May 1, 2025 12:32 PDT)
For the District












BCEA MOU Dual Enrollment_Apr25

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