

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 option #5 in Appendix G5 related to student feedback during the evaluation process.

For the duration of the 2024-2027 contract or until revised through a superseding memorandum of understanding, technical agreement, or side letter between the District and the BCEA, option 5 for soliciting student feedback in Appendix G5 will be amended as follows:

5. The ~~evaluatee may elect to~~ ~~evaluator may use~~ ~~Butte College's~~ ~~the~~ standard Student Feedback Form to gather input from students about the instructor's effectiveness. The evaluator or designee distributes the questionnaires and computer input (scantron) sheets will distribute an electronic SFF through the learning management system, email, or in-person during a class period using either district-provided laptops or student computers. Electronic forms will be distributed at least one week prior and closed the day before the classroom observation. If the forms are to be filled out during a face-to-face class session, they will only be open for feedback during that class session, ~~then encourages the students to be as descriptive and specific as possible. Students turn in both the questionnaires and computer input sheets directly to the evaluator, who then leaves without further discussion with the student.~~ The evaluator will provide directions for filling out the forms but will not discuss the feedback with the students.

The results of these surveys will be processed by the appropriate office and the results will be returned to the evaluator. The student feedback will be reviewed by the evaluation team. The evaluator will create a summary that includes both ~~ts.~~

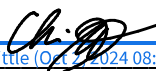
~~Prior to writing the narrative to the formal evaluation, the evaluator has the area office process the student evaluations feedback and also summarizes the~~ numeric ratings and a summary of students' narrative responses, noting where there was widespread agreement as to an instructor's strengths or weaknesses. Student feedback summaries will be written in a manner that protects student anonymity. ~~Of course-~~ The individual student feedback forms will not be distributed to the evaluatee until after final grades are posted. ~~the actual evaluation feedback forms and computer-generated report may not be given to the instructor until final grades are posted.~~

By: 

For BCEA

By: 

Erik Shearer (Oct 1, 2024 21:17 PDT)

By: 

Chris Little (Oct 2, 2024 08:34 PDT)
For the District











BCEA MOU G5 Student Feedback #5_Sept2024

Final Audit Report

2024-10-02

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✔ Agreement completed.

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