

## 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 the evaluation of full-time faculty teaching online and hybrid courses.

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, regular and contract faculty who teach online or hybrid courses will be evaluated in their online or hybrid course as follows:

- Faculty will conduct up to a two-hour comprehensive course tour through all areas of the selected course section's Canvas shell. The two-hour period will be mutually agreed-upon between the faculty member and the evaluation team.
- Evaluators will use this tour to compare the structure and content of the course against the DE Addendum the faculty member completed for that course.
- The evaluating administrator will be provided with a copy of the DE Addendum prior to the course tour.
- Faculty may revise and resubmit their DE Addendum for approval, if their instruction plan or approach has changed since they last submitted it. The revised DE Addendum must be approved and provided to the evaluating administrator prior to the team observation.
- Evaluators will review and confirm that the faculty member has structured the course around Regular Substantive Interaction (RSI) between the faculty member and students and is compliant with all other legal and District requirements for online education.

By:  \_\_\_\_\_

For BCEA

By:  \_\_\_\_\_  
By: Erik Shearer (Jun 13, 2025 06:30 PDT)

By:  \_\_\_\_\_  
By: Chris Little (Jun 12, 2025 12:10 PDT)

For the District












# BCEA MOU Online Evaluations\_June25

Final Audit Report

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