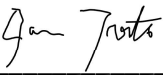


MEMORANDUM OF UNDERSTANDING

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 collection processes, forms, and use of Student Feedback in full-time instructional faculty evaluations as articulated in all sections of the BCEA Collective Bargaining Agreement.


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, all sections of the CBA pertaining to student feedback for full-time instructional faculty will be suspended and the collection processes, forms, and use of student feedback as a component of full-time instructional faculty evaluations are amended as follows:

- All full-time faculty student evaluations will be collected through an online form developed by the Office of Instruction and distributed to students via email and Canvas.
- Student feedback will be solicited in all sections taught by each instructor under evaluation during the semester prior to the semester in which the formal evaluation will take place.
- Student feedback collected through this process will be provided electronically to each faculty member after grades are submitted each semester. In addition, a copy will be resent in the first week of the semester in which they are to be evaluated. A copy of the student feedback will likewise be sent electronically to the administrator coordinating the faculty member's evaluation.
- Student feedback will be analyzed and reflected on by the faculty member prior to writing their Faculty Self-reflection, which will address themes and individual comments in the student feedback and include goals for improvement for any areas of concern the faculty member observes in the student feedback.
- Student feedback may be discussed by the evaluation team and the evaluatee during the evaluation conference, but will not be used for any other purpose in the faculty evaluation.
- If the student feedback indicates a potential for significant performance deficiencies that, if determined to be factual, could result in disciplinary action or an administrative performance review, the supervising administrator will engage the faculty member through a separate conversation, investigation, and/or performance review outside the evaluation process as deemed appropriate by the Vice President for Instruction, following all provisions for due process and progressive discipline in the CBA, BGCCD policies, California Education Code, and relevant law. The student feedback itself will not be used as evidence in any review or investigation process it triggers.

By:  _____

For BCEA

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

By:  _____
By: Chris Little (Jun 14, 2025 12:11 PDT)
For the District












BCEA MOU SFFs_June25

Final Audit Report

2025-06-16

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