

MEMORANDUM OF UNDERSTANDING

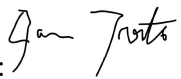
The following memorializes the understanding of the Butte-Glenn Community College District (hereinafter referred to as the "District") and the Butte College Education Association (hereinafter referred to as "BCEA"), establishing the position of Credit for Prior Learning (CPL) Coordinator with the compensation and responsibilities as outlined below.

The Credit for Prior Learning (CPL) Coordinator

Non-classroom responsibilities represent an 8-hour week (a 20% reduction in the yearly teaching load) during the Fall and Spring semesters. This is a 10-month (177-day) or 11-month (199-day) position with compensation as established in Article 13 and Appendix B. This position may require work during the winter and summer breaks at the district's sole discretion, up to a maximum of 50 hours compensated at the faculty member's hourly rate. By December 1 of each year, the dean and coordinator will meet to determine the number and schedule of hours of service required during the Winter Intersession. By May 1 of each year, the dean and coordinator will meet to determine the number and schedule of service hours required during the summer break.

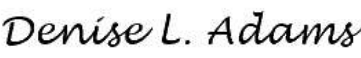
The responsibilities of the CPL Coordinator include, but are not limited to, the following:

1. Oversee the CPL process on campus to ensure timely processing of student petitions and compliance with Title 5 §55050.
2. Coordinate faculty CPL evaluations and ensure that equitable assessments are being used (ex: establishing department-level rubrics for portfolio evaluation)
3. Act as a liaison between Instruction and Student Services, coordinating with faculty, students, staff, and administrators to promote understanding and application of CPL.
4. Organize and facilitate Professional Development workshops to share best practices for CPL with College stakeholders.
5. Collaborate with faculty discipline experts to identify opportunities for CPL articulation and support faculty with the implementation process, as needed.
6. Create and maintain a Butte College CPL website that includes current course articulations by modality (Credit by Exam, Industry Credential, etc.).
7. Review and update all CPL-related information in the catalog, website, and other college publications on at least an annual basis.
8. Collaborate with the SLO Coordinator to facilitate CPL-friendly course outcomes.
9. Collaborate with the Director of Equitable Pathways and Achievement to integrate CPL into Guided Pathways.
10. Stay current on the latest CPL best practices, particularly those related to statewide model programs, articulation agreements, and accreditation requirements.
11. Evaluate and enhance the CPL processes and streamline workflow.

By:  _____

For BCEA

By:  _____
Erik Shearer (Dec 18, 2025 10:13:38 PST)

By:  _____
For the District

BCEA CPL Coordinator job description_Dec2025

Final Audit Report

2025-12-18

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