

Memorandum of Understanding

BGCCD-PFA for Expanded Pre-semester Work

The following agreement between the Butte-Glenn Community College District (hereinafter referred to as the "District") and the Butte College Part-Time Faculty Association (hereinafter referred to as "PFA") regarding allotted hours and compensation for expanded pre-semester preparation work, modifies and expands the existing language in Article 11.7 of the 2025-27 CBA. This agreement is in effect from the fall 2026 term until June 30, 2027 or until superseded by a subsequent MOU or adopted contract.

Purpose of the MOU

The parties agree to clarify and expand the definition of “pre-semester preparation” for faculty assigned to teach asynchronous online and hybrid courses with an asynchronous online component, recognizing the specific preparatory work required to ready a Canvas course for student use by the first day of the term. This MOU formalizes the scope of work, compensation, hour limitations, and review process associated with this preparation.

Definition of Expanded Pre-Semester Preparation Work (EPSPW)

For the purposes of this MOU, Expanded Pre-Semester Preparation Work (EPSPW) refers to preparatory tasks performed before the start date of the instructional assignment and necessary to prepare the Canvas course shell for delivery on the first day of instruction. EPSPW includes, but is not limited to:

- Loading and configuring the District-provided Canvas course template;
- Uploading and organizing the syllabus, assignments, assessments, rubrics, and course materials;
- Structuring course modules and navigation for student use;
- Setting assignment due dates, release conditions, and organizational elements;
- Ensuring accessibility compliance consistent with District and state requirements;
- Completing District-required Distance Education (DE) course readiness or quality assurance reviews.

EPSPW does not include any instructional or teaching-related activities performed after the start of the instructional assignment, such as Grading, Student communication, Weekly module updates, Content development or redesign occurring during the semester, SLO tasks, or other in-term teaching-related activities. These activities remain part of the regular instructional workload and, where applicable, are compensated under existing contractual structures.

Hour Limits and Eligibility

Faculty will be compensated for EPSPW at the existing contractual ancillary rate, consistent with article 11.7 of the collective bargaining agreement. EPSPW hours may be authorized up to the following maximums. Actual hours worked must be recorded in the District's timekeeping system.

A. First-Time Course Preparation, Per Course

- 25 hours for a fully asynchronous online course;
- 8 hours for an asynchronous (disynchronous) hybrid course.

B. Repeat Course Preparation, Per Course

- 7 hours for a previously taught fully asynchronous online course;
- 5 hours for a previously taught asynchronous hybrid course (Canvas support only).

C. Distance Education Addendum

- Up to 1 hour for first time and renewal

Work Period and Location

EPSPW must be performed during the designated pre-semester work period established by the District. The District will provide workstations in the Center For Excellence computer lab or other department locations during the work period to facilitate in-person work. Staff and faculty will be available to assist with instructional design at the CFE or online. Faculty may not begin EPSPW outside this period unless additional hours are explicitly approved in advance by the supervising dean.

Required Use of District Templates

To ensure course quality, consistency, accessibility, and compliance with legal requirements (including RSI expectations), the District will provide faculty-developed pre-built Canvas course shells for asynchronous online and hybrid courses as they are developed and made available by the Academic Technology Services (ATS) staff. Associate faculty teaching an online course for the first time will use the provided pre-built shell as the foundation for their course and may exercise academic freedom within the template's structure. Faculty who have previously developed a course shell in Canvas may submit that course for review by the ATS staff in lieu of adopting the pre-built template.

Course Readiness Review and Sign-Off

As a condition of receiving compensation for EPSPW, faculty must submit their Canvas course shell for review by the Distance Education Coordinator (or designee) no later than the final day of the designated pre-semester work period.

The DE Coordinator will certify that the course shell:

- Is built on the District-provided pre-built course, when applicable;
- Includes required materials and modules for course launch;
- Meets District and Title 5 Distance Education requirements, including Regular and Substantive Interaction (RSI) standards;
- Is accessible to students;
- Is ready for student access on the first day of instruction.

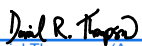
Certification of course readiness is required for approval of EPSPW hours. If revisions are required, authorized EPSPW hours may be used to complete them within the designated work period.

Additional Hours

Faculty who anticipate needing more EPSPW hours than those listed above must submit a request to their supervising dean. Additional hours may be granted at the District's discretion and must be approved prior to work being performed. Associate faculty may not exceed 30 hours per week without the explicit, advanced approval of their supervising administrator.

No Precedent

This MOU establishes no precedent regarding instructional workload, TRA structures, or future bargaining positions. It is intended solely to clarify pre-semester preparation compensation for asynchronous online and hybrid courses for the duration of this agreement.

By: 
Daniel Thompson (Aug 11, 2026 13:40:38 PDT)
PFA Chair

By: 
Erik Shearer (Aug 12, 2026 23:11:12 PDT)
Assistant Superintendent/VP of Instruction

By: 
Shanna Vela (Aug 11, 2026 13:54:24 PDT)
PFA Lead Negotiator

By: 
Jessica Snelling (Aug 17, 2026 16:54:52 PDT)
Vice President for Administrative Services

For PFA

For the District

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Final Audit Report

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