

MEMORANDUM OF UNDERSTANDING

The following memorializes the understanding of the Butte-Glenn Community College District (hereinafter referred to as the “District”) and the Part-time Faculty Association (hereinafter referred to as “PFA”) regarding the District’s new distance education/RSI and accessibility training and review process that commences in fall 2026.

For the duration of the 2025-2027 contract or until revised through a superseding memorandum of understanding, technical agreement, or side letter between the District and the PFA the following will apply to the required trainings and use of the Regular Substantive Interaction (RSI) and Accessibility review process:

Training Requirements

The following trainings are required for associate faculty, with some exclusions as noted below, and will be compensated at no less than the ancillary rate. Associate faculty will be responsible for submitting a timecard to confirm completion of the training and initiate compensation. The timecard must be submitted in the month the trainings are completed.

- Accessibility Training:
All associate faculty serving as instructor of record for a course section will be required to complete accessibility training during the fall 2026 semester. The District will offer several training options lasting approximately 2-3 hours. Associate faculty must complete at least one of these trainings no later than December 18, 2026. Associate faculty who have successfully completed the Butte College Accessibility Basics training within the past two years do not need to complete any of these training options.
- Regular Substantive Interaction (RSI) Training:
All associate faculty assigned online courses with an asynchronous component, either hybrid or fully online, for the 2026-27 academic year are required to complete RSI training no later than December 18, 2026. The District will provide two training options, each two hours long, that may be completed in person or via Zoom. If the training is not completed by December 18, 2026, it may result in a loss of future online teaching opportunities. RSI training is included in the required pre-semester training for associate faculty who are teaching an online section of a course for the first time in fall 2026. As such, faculty will be compensated for the training as part of their pre-semester compensation.

Course Review

- Accessibility Review
Beginning with courses taught in the spring 2027 semester, the District will review a selection of courses for compliance with current accessibility statutes and regulations. This review will occur

each semester going forward, during the semester in which the courses are taught. Where deficiencies are found, the District will provide resources and training for faculty to bring the course and all associated materials into compliance no later than May 28 for the spring term. Failure to correct deficiencies and meet the standards will result in loss of future teaching opportunities. Where deficiencies are found, the District will provide resources and training for faculty to bring the course and all associated materials into compliance. This process and the results of these reviews will not be used in the evaluation process. Associate faculty will be required to use available Flex hours to complete any required training and remediate accessibility deficiencies. If no Flex hours are available, associate faculty will be compensated for training and remediation at the ancillary rate.

- RSI Review

Beginning with courses taught in the fall 2026 semester, the District will review a random selection of online courses to assess compliance with RSI requirements under state and federal law. Going forward, this review will take place at the end of each semester, drawing from courses taught the preceding semester. If any class does not meet the ACCJC standards for RSI, the faculty member will be contacted before the start of the next term and given directions and recommendations to correct deficiencies in their online courses for that semester. All corrections must be made no later than December 18 for the fall term and May 28 for the spring term. The course will then be re-reviewed for RSI compliance. Failure to correct deficiencies and meet the standards will result in loss of future online teaching opportunities. Where deficiencies are found, the District will provide resources and training for faculty to bring the course and all associated materials into compliance. This process and the results of these reviews will not be used in the evaluation process. All required corrections for deficiencies will be paid at the current Flex hourly rate if they are available. If no Flex hours are available, the associate faculty member will be paid at the ancillary rate.

By: 
Daniel Thompson (Aug 11, 2026 13:40:21 PDT)
PFA Chair

By: 
Erik Shearer (Aug 12, 2026 23:10:41 PDT)
Assistant Superintendent/VP of Instruction

By: 
Shanna Vela (Aug 11, 2026 13:52:50 PDT)
PFA Lead Negotiator

By: 
Jessica Snelling (Aug 17, 2026 16:55:56 PDT)
Vice President for Administrative Services

For PFA

For the District

PFA_MOU_RSI-AccessibilityReview_JUL2026

Final Audit Report

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