

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE BARSTOW COMMUNITY COLLEGE DISTRICT
AND BARSTOW COLLEGE FACULTY ASSOCIATION, CTA/NEA
Evaluations: Faculty Assigned to the Teaching and Learning Success Center (TLSC)**

This Memorandum of Understanding is entered into by and between Barstow Community College District ("District") and the Barstow College Faculty Association, CTA/NEA ("BCFA") (hereinafter collectively referred to as the "Parties") and is expressly made pursuant to the Educational Employment Relation Act and the current Collective Bargaining Agreement ("CBA").

Included in this MOU is contract language that has been added to incorporate the evaluation of faculty assigned to the Teaching and Learning Success Center (TLSC). The parties agree to update Article 12.3.2 as follows:

12.3.2 Components and General Timelines: Components of the evaluation will include: 1) observations to include classroom, academic counseling services, library, articulation, and athletics, specifically excluding any mental health counseling sessions, 2) student evaluations, and 3) self-evaluations. Student surveys, self evaluations, and class/work site observations will be completed between 33% 75% of the course. For example, for classes that are a full semester length, the student surveys, self-evaluations, and class observations shall be completed between weeks six (6) and fourteen (14) of the semester. For courses scheduled for nine (9) weeks, observations will be done between weeks three (3) and seven (7) of the semester. Evaluation of performance of tutoring services in the TLSC shall be evaluated following the same process. Evaluation of performance in non- instructional duties, including counseling, librarian, and articulation shall be evaluated following the same process. Mental health services will be observed through observations of campus-wide presentations that do not require consent of the participants.

Evaluations shall be completed by the end of the semester in which they are initiated using the evaluation forms in Appendices E through G. The final evaluation form shall be summarized on the "Performance Evaluation Summary" form in Appendix H.

The entire evaluation, including the final written report and final review meeting with the evaluatee, must be completed by the last day of the semester in which it was initiated.

In addition, the parties agree to add two evaluation forms specific to TLSC assignments during 2025-2026 academic year:

- Supervised Tutoring Observation (Attachment A)
- Student Survey for Faculty Tutors (Attachment B)

This MOU is effective immediately and will remain in effect until the successor agreement is ratified and is intended to be included in the successor agreement.

For the Barstow Community College District


Eva Bagg (Sep 10, 2025 17:10:28 PDT)

Dr. Eva Bagg, Superintendent-President

For the Barstow College Faculty Association,
CTE/NEA



Dr. Beverly Ranney, BCFA President

ATTACHMENT A

Supervised Tutoring Observation:

Evaluatee:

Status

1. Identify the tutoring activity observed: ☐ One-on-one session ☐ Group session ☐ Presentation

Describe briefly what happened during your observation:

2. Supervised Tutoring Responsibilities:

RESPONSIBILITIES: Check the appropriate response for each activity you observed during this evaluation observation. If you think you are not qualified to judge an item, explain in the comments section.

Not Observed (0) Needs Development (1) Competent (2) Exceeds Standard (3)

- a. Faculty tutor demonstrates knowledge of tutoring practices
- b. Tutoring appointment demonstrates preparation and organization
- c. Faculty tutor communicates clearly
- d. Faculty tutor demonstrates sensitivity to students of varying abilities, ethnic, and cultural backgrounds
- e. Faculty tutor makes appropriate referrals to on and off-campus resources and programs as appropriate
- f. Faculty tutor encourages student participation and exploration
- g. Faculty tutor checks for understanding throughout the session
- h. Faculty tutor creates an engaging learning environment
- i. Faculty tutor presents information in a logical sequence

Comments:

3. PROFESSIONAL RESPONSIBILITIES: Use the self-evaluation, as applicable, to support the completion of this section. Not Observed (0) Needs Development (1) Competent (2) Exceeds Standards (3)

- a. Faculty tutor responds in a timely manner to Dean or administrator (expectation is responding within 72 hours)
- b. Faculty tutor participates in college, district, school, or area committees and meetings as well as other functions (if applicable)

c. Faculty tutor is involved in activities such as program and curriculum development, student and faculty orientation and mentoring, program review, accreditation, professional and staff development, institutional and unit planning, and district promotional activities (if applicable)

d. Faculty tutor maintains effective working relationships with staff, faculty and students

e. Faculty tutor engages in the student learning outcomes process for improvement

Comments:

Commendations:

Recommendations:

Evaluator Date of Observation

Printed Name Signature Evaluatee

Printed Name Signature

Date Check your position on this evaluation activity:

Faculty Peer

Dean or Administrator

ATTACHMENT B

Student Survey for Faculty Tutors

Thank you for your participation in this short survey. We appreciate your feedback on the presentation or service you received from the faculty tutor. Please respond honestly to the statements below and do not sign or include your name so that your comments remain anonymous.

	Not Applicable	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1. The tutor's presentation or assistance was helpful.						
2. The tutor was courteous, professional, and interested in helping me.						
3. The tutor listened carefully to me and understood my questions.						
4. The tutor provided information which was clear, informative, and relevant to my questions.						
5. The tutor answered questions in						

a way I could understand						
6. The tutor was someone I would be happy to return to in the future.						
7. I am satisfied with the overall service I received from the tutor.						

8. How many times have you attended a tutoring session with this tutor?

- a. 1-2 times
- b. 3-5 times
- c. 6 or more times

9. What was most helpful to you about this visit?

Fall 2025_BCFA MOU EVALUATIONS TLSC

9.4.25

Final Audit Report

2025-09-10

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