MEMORANDUM OF UNDERSTANDING – September 26, 2011
College in the High School Faculty Compensation
(Current Contract effective through June 30, 2012)

Effective September 12, 2011 The District and the Federation agree that the following will be implemented in order to meet the National Alliance of Concurrent Enrollment Partnerships Accreditation standards:

- All new classes will be available to any interested faculty qualified in the discipline. The dean will notify the faculty of the opportunity and the discipline will make a recommendation to the dean.
- **EvCC Instructor/Mentor will be compensated at $35. per student per five-credit class (prorated) and fulfills the following additional responsibilities:**
  - Interviews teacher either in person or over-the-phone to discuss course curriculum, assessment criteria, pedagogy, and course philosophy as part of the approval process.
  - Each discipline must submit an Assessment Standard form attesting to the following:
    - A1, “CEP students are held to the same standards of achievement as those expected of students in on campus sections;”
    - A2, “The college/university ensures that CEP students are held to the same grading standards as those expected of students in on campus sections;”
    - A3, “CHS students are assessed using the same methods (e.g. papers, portfolios, quizzes, labs, etc.) as students in on campus sections;” and
    - C2, “College/university courses administered through a CHS reflect the pedagogical, theoretical and philosophical orientation of the sponsoring college/university departments.”
  - Submit a formal site visit form, documentation and feedback to high school teacher (the first term taught and every fourth term thereafter) per AFT Bargaining Agreement 3.17,F1,ii.
  - If a teacher is not approved for the CHS program, provide a written recommendation to the dean and the dean will provide a formal written denial letter from the college to the high school teacher.
  - Provide evidence of paired syllabi, assessment comparison, and that grading standards are equivalent.
    - One paired example from each discipline for side-by-side comparison.
    - A detailed description of the processes and implementation used to assure assessment methods are the same in CHS and on campus sections of corresponding courses.
• A detailed description of processes and implementation used to assure grading standards are the same in CHS and on campus sections of corresponding courses.

• Paired syllabi from on campus and CHS sections—one paired example from one course per discipline, with standards of achievement highlighted.

• A detailed description of processes and implementation used to assure standards of achievement are the same in CHS and on campus sections of corresponding courses.

• Include a description of how syllabi are reviewed, changed and approved.
  
  o Provide annual discipline-specific training during fall quarter meeting with documentation of agenda and attendance report.
  
  o Participate in program review or accreditation committees as needed.
  
  o Assists the high school teacher (if teacher is new to program) to develop a syllabus, student learning objectives (SLOs) and text list.
  
  o Reviews high school teacher curriculum and text to insure that it meets EvCC standards.
  
  o Reviews high school teacher credentials to insure they meet EvCC hiring qualifications.
  
  o Submits syllabus and “Teacher Approval Form” to dean for approval. Once approved, submits these materials to Continuing Education.
  
  o Attends the fall orientation meeting at EvCC.
  
  o Makes contact with the high school teacher at least once per term (i.e. once for a one-term class, or twice a year for a two-term class).
  
  o Completes a year-end program evaluation survey sent out by EvCC Continuing Education.
  
  o Coordinates with high school teacher completion of IDEA survey the first term of participation and every fourth term thereafter.

• **High School Teacher** will receive compensation at $43. per student per five-credit class (prorated) and fulfills the following responsibilities:
  
  o In conjunction with college faculty, develops syllabus including student learning objectives and college-level textbook information.
  
  o Completes part-time application packet and submits to Corporate & Continuing Education Center.
  
  o Submits unofficial transcripts to EvCC Corporate & Continuing Education Center.
  
  o Attends the fall orientation meeting at EvCC.
  
  o Distributes marketing and program materials to potential students.
  
  o Markets program to students and parents.
  
  o Reminds students of Compass testing for English 101.
  
  o Reminds students of registration deadline.
  
  o Assists students with the registration process if needed.
  
  o Once registration is complete, reviews roster of enrolled students and verifies accuracy. The college will notify teachers via email when registration is complete and remind teachers to verify roster(s).
  
  o Makes contact once per term with the EvCC instructor/mentor (i.e. once for a one-term class, or twice a year for a two-term class).
  
  o Upon request, provides the college the following:
- outline, learning objectives and syllabus
- textbook and other teaching materials
- assessment criteria and tools (e.g. papers, portfolios, quizzes, exams, labs, etc.)
- evidence that course reflects the pedagogical, theoretical and philosophical orientation of EvCC academic department
- evidence that grading criteria and standards meet EvCC standards
  - Schedules teaching observation and/or interview with college faculty or administrator upon request by EvCC.
  - Assigns either a student or staff to administer the IDEA survey the first term of participation and every fourth term thereafter. Returns materials to Karen Landry.
  - Records grades using the online system within one week of the course completion.
  - Participates in program review or accreditation committees

- $10. from each student enrolled in a five-credit (prorated) class will be directed to the EvCC Faculty Professional Development fund to be available to all faculty.

David N. Beyer, Everett Community College President  
Date

Thomas Gaskin, AFT President  
Date