



# Concurrent Enrollment Faculty Liaison Assignment

As a Faculty Liaison, you will be compensated for your time. Per Article 13 of the 2023-2025 MSCF Master Agreement Section 10. PSEO/Concurrent Enrollment. Payment for assignments for mentoring/ monitoring instruction in the college/high school credit programs shall be paid on a pro-rata credit equivalent basis. In no case shall an individual who does not meet minimum qualifications in the credential field of the course be assigned to mentor or do similar work. Mentors for these programs shall be compensated at the rate of one (1) credit for the first time an instructor is mentored in a course and one-half (1/2) credit each successive time.

<b>Faculty Name:</b>			
<b>Course:</b>		<b>RCE Credit:</b>	
<b>High School Faculty:</b>			
<b>High School:</b>			
<b>Term:</b>	<input type="radio"/> <b>Fall</b>	<input type="radio"/> <b>Spring</b>	<input type="radio"/> <b>Yearlong</b>

**DESCRIPTION OF ASSIGNMENT (list goals and objectives):**

1. Provide course-specific training to new CE HS faculty partner (prior to the course being taught at the high school):
  - a. Share course philosophy, curriculum, pedagogy, and course outline.
  - b. Offer guidance and feedback to CE HS faculty partner as they develop course syllabus and assessments.
  - c. Discuss curriculum and course outline prior to teaching the course.
2. Give course updates and talk over class concerns as needed.
3. Schedule at least one site visit (per semester class) to:
  - a. Plan an in-class observation and complete a Saint Paul College Concurrent Enrollment Site Visit Report.
  - b. Review pedagogical, curricular, and assessment procedures/plans to ensure consistency in learning expectations and outcomes.
  - c. Monitor progress with the class.
  - d. Ensure the same standards of achievement are expected of HS students as are required of same students “on campus.”
  - e. Confirm the grading agreement is followed.
  - f. Verify HS students assessed using same methods as “on campus” students.
  - g. Mention any issues regarding non-compliance.
  - h. Talk about any student issues that may arise.
  - i. Submit documentation of each meeting to Director of College Partnerships.
4. Offer annual discipline-specific professional development activity to further enhance CE HS faculty partner’s pedagogy and breadth of knowledge in the discipline and complete Professional Development Report.
5. Approve the final course syllabus.
6. In conjunction with the Director of College Partnerships, ensure CE HS faculty abides by all policies outlined in the College Faculty Handbook and Employee Code of Conduct.
7. Ensure that the CE HS faculty conducts the end-of-course evaluation as is done on campus at SPC.
8. Correspond and collaborate with your CE HS faculty partner in a professional, timely and courteous manner.

<b>Faculty Mentor Signature:</b>	<b>Date:</b>
<b>Dean Signature:</b>	<b>Date:</b>
<b>Chief Human Resources Officer Signature:</b>	<b>Date:</b>