

Memorandum of Understanding
Between the
Coast Colleges & the Coast Federation of Educators, AFT Local 1911

Coordinator Position
Guided Pathway ±Curricular Pathways

Per the Collective Bargaining Agreement (CBA) between the District and the Coast Federation of Educators, AFT Local 1911 (Article XI, Section 16), the following Coordinator position has been negotiated and is hereby announced:

Date of Announcement: August 2018

Anticipated starting date: August 2018

Term/Ending date: Spring 2020 Duties:

Under the supervision of the Vice President of Instruction, The Guided Pathways project will have an oversight committee comprised of 4 faculty coordinators (1. Curricular Pathways, 2. Strategic Onboarding, 3. Intervention Strategies, 4. Curriculum Committee liaison) and 3 administrators (VPI, VPSS, Dean of Student Success).

This position for Curricular Pathways will provide faculty leadership in partnership with an assigned Dean to work with cross-functional teams/taskforce to create clear curricular pathways. Terminology used for this work is to be defined, however some colleges call this Meta Majors, Career Clusters, Program Clusters, etc. These curricular pathways will developed information on the clusters to include employment and transfer outcomes, map critical sequences and courses, and align the proper mathematical sequence and other coursework. Key to this work is WR DOLJQ 2 & & ¶ V SURJUDP V RI VWXG\ ZLWK WKH SDWKZD\ V

Key Job Duties will include:

1. Attend regular meetings of the Pathways Oversight Committee (meeting pattern to be determined by 7 members). This committee will develop timelines and key outcomes and regularly debrief on their progress toward the 14 elements in the State Guided Pathways.

The timeline for work will be finalized by the Oversight Committee but should include:

2018/19

- o Outreach materials and web presence improvement plan developed
 - o Curriculum responses to pathways go to committee.
 - x Spring Semester
 - o Work on alignment of learning outcomes to pathways begins
 - o Developing applied learning opportunities aligned with the pathways.
2. Working with an administrative co-chair, create and lead cross functional teams for inquiry, planning and development of curricular pathways.
 3. Map curricular pathways to programs of study and align critical sequences and courses.
 4. Develop informational materials to inform the clusters to include career opportunities, transfer outcomes, and student decision support materials.
 5. Recommend curricular structures for guided major and career opportunities for the undecided student.
 6. Work with the other initiatives for outreach and intervention for proper coordinated efforts.
 7. Create staff development for the campus to understand guided pathways.
 8. Develop strategies for broad campus involvement and dissemination of information.
 9. Regularly report activities to key campus committees to include the Academic Senate, College Council, and Planning Councils.
 10. Evaluate program developments against the key performance indicators for the G.P. project:
 - x Successful completion of transfer level Math and English
 - x First Term Momentum (successful in 6+, 12+ or 15 degree applicable units)
 - x First Year Momentum (successful in 15+, 24+ or 30 degree applicable units)
 - x Persisted from term 1 to term 2,

Eligibility:

Regular faculty shall be eligible to serve in such positions. Temporary full-time and non-tenured categorical faculty are eligible to serve up to 30 LHE reassigned time, in any two-year period. Part-time faculty are eligible to serve up to 20 LHE in a Coordinator assignment, in any two period. Tenure track faculty are eligible to serve up to a total of 30 LHE during their tenure track period.

This assignment is anticipated to end __May 30, 2020_____. Normal duty days will be Monday through Friday, with ___2_____ scheduled hours per week for program related activities.

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Flexibility will be allowed for working at home, off-campus, and other personal or professional obligations.

If this assignment were to exceed one year, then it shall be understood by all parties, that action would trigger the provisions stipulated in Article XI. Hours of Service section 16. Program Coordinators and Reassigned Time, Reassignments of more than one academic year. Candidate may apply for a second term, not to exceed another 24 months.

Desirable Qualifications:

Compensation:

As negotiated by the Coast Federation of EdT 1 0 p77 Tm -0.0451 Tc[(of)] TJBT 1 0 0 1 392.59 551.26

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Reassignments of one academic year or less: The selection process for such assignments shall be made by Management in consultation with the Academic Senate. Should there be a need for the position to continue for more

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Coordinator Position

Guided Pathway –Intervention Strategies

Per the Collective Bargaining Agreement (CBA) between the District and the Coast Federation of Educators, **AFT** Local 1911 (Article XI, Section 16), the following Coordinator position has been negotiated and is hereby announced:

Date of Announcement: August 2018

Anticipated starti907B87Tm[(CB)1(A))TJET S6 0 09i5)TJETBT1 0 0 1 1008187m[

2019/20

x **Fall Semester**

- o Staff development for campus planned
- o Technology will be implemented and evaluated
- o Intervention efforts are tested and improvements are adjusted

x **Spring Semester**

- o New intervention efforts are being used across the campus.

2. Working with an administrative co-chair, create and lead cross functional teams for inquiry, planning and development of student intervention

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Coordinator Position
Guided Pathway –Intervention Strategies

Flexibility will be allowed for working at home, off-campus, and other personal or professional obligations.

If this assignment were to exceed one year, then it shall be understood by all parties, that action would trigger the provisions stipulated in Article XI. Hours of Services, section 16. Program Coordinators and Reassigned Time, Reassignments of more than one academic year. Candidate may apply for a second term, not to exceed another 24 months.

Desirable Qualifications:

Compensation:

As negotiated by the Coast Federation of Educators, AFT Local 1911, and Coast Colleges, the compensation for this position is as follows:

For full-time faculty, the compensation will be distributed as follows: 3.0 LHE per semester equal to 6.75 hours per week completely as stipend, or a combination of stipend time and release time, up to 3.0 LHE, to fill the incumbent's base load.

2018-2020 Fiscal Years:

- x **Fall semester: 20% (3 LHE) reassigned time**
- x **Spring semester: 20% (3 LHE) reassigned time**

Compensation for part-time faculty, if

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Coordinator Position
Guided Pathway –Intervention Strategies

Reassignments of one academic year or less: The selection process for such assignments shall be made by Management in consultation with the Academic Senate. Should there be a need for the position to continue for more than one academic year the provisions below shall apply.

Reassignments of more than one academic year: The selection process for such assignments shall be made by the Academic Senate in consultation with Management. If the Academic Senate determines that an election would be beneficial, the election shall be conducted with the same procedures established for Department Chairs (CBA Article X, Section 4).

Evaluation:

Evaluation of Coordinators shall be conducted as per the Collective Bargaining Agreement, Article VIII. Evaluations.

Signed on this date: _____

Marco Baeza
Vice Chancellor, Human Resources

Rob Schneiderman
President, CFE/AFT Local 1911

Mary Hornbuckle
President, Board of Trustees

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Coordinator Position
Guided Pathway ±Onboarding New Students

Per the Collective Bargaining Agreement (CBA) between the District and the Coast Federation of Educators, AFT Local 1911 (Article XI, Section 16), the following Coordinator position has been negotiated and is hereby announced:

Date of Announcement: August 2018

Anticipated starting date: August 2018

Term/Ending date: Spring 2020 Duties:

Under the supervision of the Vice President of Student Services, The Guided Pathways project will have an oversight committee comprised of 4 faculty coordinators (1. Curricular Pathways, 2. Strategic Onboarding, 3. Intervention Strategies, 4. Curriculum Committee liaison) and 3 administrators (VPI, VPSS, Dean of Student Success).

This position for Onboarding New Students will provide faculty leadership in partnership with an assigned Dean to work with cross-functional teams/taskforce to review and recommend improvements to all aspects of onboarding from outreach, application processes, registration, orientation and placement, and Educational Plans. The onboarding will focus efforts toward curricular pathways which will develop onboarding information on the clusters to include employment and transfer outcomes, map critical sequences and courses, and align the proper mathematical sequence and other coursework.

Key Job Duties will include:

1. Attend regular meetings of the Pathways Oversight Committee (meeting pattern to be determined by 7 members). This committee will develop timelines and key outcomes and regularly debrief on their progress toward the 14 elements in the State Guided Pathways. The timeline for work will be finalized by the Oversight Committee but should include:
2018/19
 - x Fall Semester
 - o Inquiry completed
 - o Draft of initial recommendations will be made to campus for review and feedback
 - x Spring Semester
 - o Finalize onboarding modifications
 - o Onboarding efforts are mapped to curricular pathways and improvements are recommended for the undecided student.
 - x Summer - May include work over the summer

2019/20

x Fall Semester

- o Staff development for campus planned
- o Outreach materials and web presence improvement plan developed
- o Onboarding efforts are tested and improvements are adjusted

x Spring semester

- o New onboarding efforts are being used in the community (high schools and school fairs)

2. Working with an administrative co-chair, create and lead cross functional teams for inquiry, planning and development of onboarding aligned to pathways.
3. Develop informational materials to inform the clusters to include career opportunities, transfer outcomes, and student decision support materials.
4. Recommend onboarding structures for guided major and career opportunities for the undecided student.
5. Work with the other initiatives for curricular pathways and intervention for proper coordinated efforts.
6. Create staff development for the campus to understand guided pathways.
7. Develop strategies for broad campus involvement and dissemination of information.
- 8.

