

Reedley College - Instructional Service Agreement

SEMESTER: FALL 2018

Faculty Name: Harold Gallagher

Guidelines and Requirements for High School or VROP Faculty Teaching Dual Enrollment Classes

Faculty teaching in the State Center Community College District (SCCCD) Dual Enrollment Program that are employed by a High School or by the Valley Regional Occupational Program (VROP) are required to comply with the following. Please acknowledge by signing this document.

1. The high school/VROP faculty agrees to **meet regularly with the college faculty** or with the assigning department.
2. The high school/VROP faculty agrees to work with the **Admission and Records (A. and R.) Office** of the college to get training on use of **Web-Advisor to certify rosters, drop students, submit grades, and submit Positive Attendance documentation containing each student's individual contact hours.**
3. The high school/VROP faculty will **utilize the email account** provided by the college to officially communicate with college and with district personnel and students.
4. The high school/VROP faculty will **keep accurate attendance records for each student in compliance with Positive Attendance documentation requirements** that will be submitted to the college's Admissions and Records office **promptly** at end of each term. **Positive Attendance can be submitted by scanning and emailing document to positiveattendance@sccd.edu or by mail to District Admissions & Records, 390 W. Fir Ave., Clovis, CA 93611.**
5. The high school/VROP faculty will teach the college course according to the **Course Outline of Record (COR)** approved by the college Curriculum Committee and the Board of Trustees.
6. The high school/VROP faculty will observe the **college course's meeting times** to comply with appropriate weekly student contact hours as stipulated in the COR and the college schedule of classes.
7. The high school/VROP faculty will observe the college A. and R. rules regarding **census roster certification, official drop dates, and grade submission.**
8. The high school/VROP faculty will make students aware of the services that the college offers regarding placement testing, assessment, counseling, **tutorial hours**, Math Study Center and Reading and Writing Center as appropriate.
9. The high school/VROP faculty will familiarize themselves with the contents of the **college's Faculty Handbook.**
10. The high school/VROP faculty will **provide a syllabus** to the students, which contains all information pertaining to the course according to the guidelines set forth in the **college Faculty Handbook.**
11. The high school/VROP faculty agrees that college **faculty may make classroom visits** a few times per semester.
12. The high school/VROP faculty understands that an **official evaluation**, including a student questionnaire, will be conducted in accordance with appropriate timelines by the college dean or his/her designee.
13. The high school/VROP faculty will observe the **Student Learning Outcomes (SLOs)** stipulated in the COR and assist with recording and mapping SLO's in accordance with departmental guidelines.
14. If employed by either the high school or VROP, the high school/VROP faculty understands that all compensation to teach the course will be arranged through and paid by the high school or VROP.
15. The high school/VROP faculty understands that the college has the sole right to control the oversight of the course and all its instructional activities. This right will be exercised in consultation with either the high school administration or through the VROP Director of Instructional Services.
16. The high school/VROP faculty understands that the college course is open to the general public in accordance with the MOU signed by the School District's Superintendent. College policies and procedures apply.



Faculty Signature

8/27/18

Date

College Course Name: (Ex: EH 37, NR 8, etc.)

1. Flight 102/104
- 2.
- 3.

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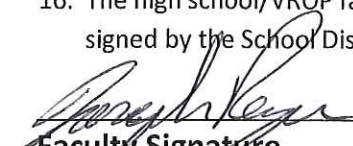
SEMESTER: FALL 2018

Faculty Name: Joseph Reyes

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16. The high school/VROP faculty understands that the college course is open to the general public in accordance with the MOU signed by the School District's Superintendent. College policies and procedures apply.


Faculty Signature
8/27/18
Date

College Course Name: (Ex: EH 37, NR 8, etc.)
1. <u>NR + 8/5</u>
2.
3.

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SEMESTER: FALL 2018

Faculty Name: Nichols

Guidelines and Requirements for High School or VROP Faculty Teaching Dual Enrollment Classes

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Faculty Signature

8-30-18

Date

College Course Name: (Ex: EH 37, NR 8, etc.)

1. MAG 40/42
- 2.
- 3.