

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**Coast Community College District and**  
**Coast Federation of Educators/ American Federation of Teachers**  
**(CFE/AFT) Local 1911**

**COASTLINE COMMUNITY COLLEGE & FACULTY SUCCESS CENTER COORDINATOR**

**Date of Announcement:** \_\_\_\_\_

**Anticipated starting date: July 1, 2018**

**Term/Ending date: June 30, 2020**

**Duties:**

- Plan, schedule, and communicate FSC related activities to faculty and the College.
- Collaborate with FSC Staff and College Committees to support faculty through consultation and training.
- Create, sustain, and assess programs and initiatives that support teaching excellence by faculty (e.g., teaching workshops, consultations, review of teaching techniques used in the classroom, online and hybrid modalities.).
- Collaborating with faculty in support of college programs and teaching initiatives.
- Partner with FSC and College staff to develop innovative, evidence-based teaching strategies, assessment methods, and teaching integration.
- Creating and sustaining a library of learning opportunities for faculty who seek to enhance their teaching knowledge and skills.
- Work with the college flex committee to create professional development opportunities for faculty to enhance teaching pedagogy in all modalities.
- Work with the Guided Pathways coordinator to ensure faculty awareness of Guided Pathways training.
- Actively communicate with faculty regarding training and resources available through the FSC.
- Work with the Open Educational Resource Coordinator to develop training and enhance awareness of the benefits of adopting OER materials.
- Attend Workshops and conferences on pedagogy relevant to all learning modalities (classroom, online, and hybrid).
- Attend the Professional Development and Leadership committee meetings as a standing member.
- Work with FSC and college staff to create and distribute all FSC related communication to college faculty and other members of the College.
- Collect feedback from faculty relative to their needs and evaluations of training provided by the FSC including:
  - );> Conducting a regular survey of all faculty to identify training and support recommendations.
  - );> Distributing and evaluating Post-Training session evaluations.
  - );> Overseeing a regular FSC Satisfaction Survey.
  - );> Participating in Department Chair meetings to discuss survey results, opportunities, and challenges
- Work with the Dean of Innovative Learning to create a budget and goals for the FSC (short term and long term.).
- Work with the Dean of Innovative Learning to develop and implement innovative programs and teaching and learning opportunities for faculty.
- Some travel to conferences, workshops, and/or other colleges may be required.

**Eligibility:**

Regular faculty are eligible to serve in such positions. Temporary full-time and non-tenured categorical faculty are eligible to serve up to thirty (30) LHE reassigned time in any two-year period. Part-time faculty are eligible to serve up to twenty (20) LHE in a Coordinator position in any two-year period. Tenure track faculty are eligible to serve up to a

total of 30 LHE during their tenure track period.

**Desirable Qualifications:** A faculty member who has demonstrated leadership in innovation in academic projects at the discipline, college, and state level, and can communicate innovative ideas. A faculty member who is organized and can be inventive, develop, and follow through on projects.

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

9 LHE's of re-assign time a semester.

Per the CBA, 1.0 LHE = 2.25 non-teaching hours per week.


**Selection Process:**

Reassignments of one (1) 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.

  
Rob Schneiderman, President, CFE/Date

  
John Tortarolo, Interim Vice Chancellor of Human Resources/Date

  
Trustee Mary Hornbuckle, Board President/Date