

## Appendix E: FACULTY LIAISON / HIGH SCHOOL INSTRUCTOR DUTIES & TIMELINE

The faculty liaison's role is to serve as the instructor of record, overseeing and ensuring the integrity of the college course's high school implementation. Please use this form as a guide to complete required evidence by the given timeline. Collection of evidence is a requirement for NACEP accreditation and program quality reviews. **Liaisons must submit signed paperwork and required evidence in D2L by the designated due by dates.**

Faculty Liaison: \_\_\_\_\_ HTC Course #: \_\_\_\_\_ HTC Course Title: \_\_\_\_\_

High School Instructor: \_\_\_\_\_ HS Course Title: \_\_\_\_\_ HS Course Dates: \_\_\_\_\_

Please review the following: **HIGHLIGHTED ITEMS ARE FILLABLE PDF FORMS LOCATED IN NACEP ARCHIVES D2L COURSE!**

✓	Due by:	Duties	NACEP STD.	Required Evidence to Submit
	Before course start	High School Instructor and Faculty Liaison agree to adhere to their respective duties	F1	<ul style="list-style-type: none"> <li>- <b>Form 1 - High School Instructor Agreement (Appendix C)</b></li> <li>- <b>Form 2 - Faculty Liaison Agreement form (Appendix D)</b></li> </ul> <i>Both are to be signed (e-signature okay) and submitted on D2L annually</i>
	Before course start	Deliver & document new high school instructor orientation or returning instructor training by faculty liaison	F2	<ul style="list-style-type: none"> <li>- Course specific training materials</li> <li>- Date and summary of training and how training material will be used</li> <li>- See <b>Appendix N – Standard F2</b> for documentation guidance</li> </ul>
	Before course start	Evaluation of course structure's alignment with on-campus course expectation	C1, C2, C3	<ul style="list-style-type: none"> <li>- Review of learning management / online space for course</li> <li>- Review assessments methods &amp; grading policies are college level appropriate</li> <li>- Discuss what 'A-F' student work looks like and what it means to issue such a grade</li> </ul>
	Before course start	Submit a Statement of Equivalency	A1	<ul style="list-style-type: none"> <li>- <b>Form 3 - Statement of Equivalency Guidelines (Appendix F)</b></li> </ul> <i>Submit each term but allowed to submit same document each time if no updates</i>
	Before course start	Evaluation of course syllabus for alignment with on-campus course expectation. At least 80% alignment required	A1, C1, C2, S3	<ul style="list-style-type: none"> <li>- <b>Form 4 - Student Information and Syllabus Alignment Checklist (Appendix G)</b></li> <li>- Copy of High School syllabus</li> <li>- Copy of HTC syllabus</li> </ul>
	3rd week of course	Review of a similar course student assessments, that addresses the same course objective.	A1	<ul style="list-style-type: none"> <li>- <b>Form 5 - Paired Student Assessment (Appendix H)</b> - <i>different tool annually</i></li> <li>- Assessment of the same course outcome</li> <li>- Need to be of similar overall grade weight</li> <li>- Must submit grading method statement/rubric/scale from college &amp; high school sides</li> </ul>
	2nd to last week of course	Plan & complete a site-visit (in person or virtually) and submit a site-visit report	C3	<ul style="list-style-type: none"> <li>- <b>Site Visit Report (Appendix I)</b></li> </ul>

✓	Submit by:	Duties	NACEP STD.	Required Evidence to Submit
	Plan: ASAP Submit by: June 30 <sup>th</sup>	Discuss, develop and complete a discipline-specific professional development opportunity relevant to the concurrent enrollment course	F3	- <a href="#">Annual Academic Professional Development Plan (Appendix K)</a>
	2 Weeks Prior to End of CE Course	Support distribution and completion of the electronic Student Course Evaluation. <i>*recommend student complete during a class session</i>	E1	- Director of Partnerships & College Pathways will send evaluation link - High School Instructors administer 2 weeks prior to the end of the course - See <b>Appendix M</b> for a sample student course evaluation
	End of Course	Submit final grades <i>*Recommended to review process prior to end of course</i>	A1	- High school teacher will provide HTC faculty liaison with final grades - Faculty liaison will ensure grades are of appropriate college level - Faculty liaison submit within 3 business days of the end of the course
	2 <sup>nd</sup> week after course completion	Review & Discussion of Course Evaluation Results	E1, E2	- Director of Partnerships & College Pathways will share course evaluation results.

**This document is not required by NACEP or HTC for accreditation purposes.** Its intent is to provide a suggested timeline for concurrent enrollment educators to complete NACEP required evidence for each concurrent enrollment course.

**DISCLAIMER:**

Failure to complete all expectation and provide all required evidence by the designated due date may results in the following:

- Faculty Liaison – may have their wages associated with the given CE course recaptured by the college
- High Schools – termination of contract and the loss of college credits awarded to student in the high school course.