

Owensboro Community & Technical College

Discover College Faculty Liaison Contract

Year: _____

Name _____

Division _____

Concurrent Enrollment Faculty Liaisons are responsible for ensuring that courses in their respective content area taught in the high schools align with the courses taught by the college. Faculty Liaisons coordinate professional development activities, document CEP instructor orientations, conduct one-on-one trainings, review and approve syllabi, attend Curriculum Alignment day, conduct site visits, and coordinate assessment and grading alignment discussions. Working with the Discover College Coordinator and through documentation collection, they also help to ensure the highest quality concurrent enrollment courses possible that also align with the National Alliance for Concurrent Enrollment Partnerships (NACEP) standards. Faculty Liaisons agree to their responsibilities by signing below at the time of their appointment.

Responsibilities:

- Attend Faculty Liaison training hosted by the Discover College Coordinator.
- Meet with CEP instructors one-on-one to plan the upcoming year's goals and activities prior to the start of the academic year. This can take place during the full-time/part-time orientation.
- Provide an orientation for new CEP instructors and introduce all CEP instructors to course philosophy and competencies, and assist with the implementation of curriculum, pedagogy, and assessments.
- Review concurrent enrollment syllabi and assessments annually, and document the degree to which courses reflect the pedagogical, theoretical and philosophical orientation of OCTC. Offer specific support to strengthen alignment when applicable.
- Participate in the annual Curriculum Alignment Day which hosts Faculty Liaisons and CEP instructors.
- Provide discipline-specific professional development opportunities to address course content, delivery, assessment, and evaluation.
- Conduct and document site visits to high school classrooms annually to observe teacher/student interaction, student engagement, discuss course expectations, assessments and provide opportunities for communication.
- Collaborate with the Discover College Coordinator to collect all required documentation and utilize updated forms available on the Discover College website.

I understand and agree to the responsibilities as outlined above.

Faculty Liaison _____

Date _____

Associate Dean _____

Date _____