

**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 to align OCC's programs of study with the pathways.

**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**

- **Fall Semester**
  - Inquiry completed
  - Draft of program clusters disseminated to campus for review and feedback
- **Spring Semester**
  - Finalize program clusters
  - Departments and programs are mapping curricular pathways and structures for the undecided student.
- **Summer** - May include work over the summer

**2019/20**

- **Fall Semester**
  - Staff development for campus planned

- Outreach materials and web presence improvement plan developed
  - Curriculum responses to pathways go to committee.
  - **Spring Semester**
    - Work on alignment of learning outcomes to pathways begins
    - 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:
    - Successful completion of transfer level Math and English
    - First Term Momentum (successful in 6+, 12+ or 15 degree applicable units)
    - First Year Momentum (successful in 15+, 24+ or 30 degree applicable units)
    - 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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Between the  
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**Coordinator Position**  
Guided Pathway – Curricular Pathways

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:**

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

Compensation for part-time faculty, if appointed, will be compensated at the regular instructional part-time faculty rate at the employee's current column and step placement.

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

The term of this assignment will be  Fall 2018\_ through  Spring 2020\_\_\_\_\_.

Selection Process:

Applications should be turned in to the Vice President of Instruction no later than two weeks after the Senate announcement, describing:

- Applicant's related experience
- Special skills and strengths of the applicant as related to this assignment.
- Brief (1-2 page) resume describing collaborative work at OCC

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**Coordinator Position  
Guided Pathway – Curricular Pathways**

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:** \_\_\_\_\_

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**Marco Baeza**  
Vice Chancellor, Human Resources

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**Rob Schneiderman**  
President, CFE/AFT Local 1911

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**Mary Hornbuckle**  
President, Board of Trustees

**Memorandum of Understanding  
Between the  
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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 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 Intervention Strategies 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 intervention structure needs to keep students on their path. Technology will be evaluated from early alert through the students meeting their goals. The intervention will focus efforts toward curricular pathways which will develop and the tasks will map critical sequences and courses, and align the proper intervention strategies.

**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**

- **Fall Semester**
  - Inquiry completed
  - Draft of initial recommendations will be made to campus for review and feedback (may include technology recommendations)
- **Spring Semester**
  - Finalize intervention strategies and structures
  - Intervention efforts are mapped to curricular pathways and improvements are recommended for the undecided student.
- **Summer** - May include work over the summer

## 2019/20

- **Fall Semester**
    - Staff development for campus planned
    - Technology will be implemented and evaluated
    - Intervention efforts are tested and improvements are adjusted
  - **Spring Semester**
    - 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 aligned to pathways.
  3. Develop informational materials to inform the campus community of intervention strategies.
  4. Recommend intervention structures for students to stay on their chosen guided pathway major and create intervention for the undecided student.
  5. Work with the other initiatives for curricular pathways and onboarding 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. Regularly report activities to key campus committees to include the Academic Senate, College Council, and Planning Councils.
  9. Evaluate program developments against the key performance indicators for the G.P. project:
    - Successful completion of transfer level Math and English
    - First Term Momentum (successful in 6+, 12+ or 15 degree applicable units)
    - First Year Momentum (successful in 15+, 24+ or 30 degree applicable units)
    - 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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**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:**

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

Compensation for part-time faculty, if appointed, will be compensated at the regular instructional part-time faculty rate at the employee's current column and step placement.

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

The term of this assignment will be \_Fall 2018\_ through \_Spring 2020\_\_\_\_\_.

Selection Process:

Applications should be turned in to the Vice President of Instruction no later than two weeks after the Senate announcement, describing:

- Applicant's related experience
- Special skills and strengths of the applicant as related to this assignment.
- Brief (1-2 page) resume describing collaborative work at OCC

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**Coordinator Position  
Guided Pathway – Intervention Strategies**

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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:** \_\_\_\_\_

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**Marco Baeza**  
Vice Chancellor, Human Resources

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**Rob Schneiderman**  
President, CFE/AFT Local 1911

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**Mary Hornbuckle**  
President, Board of Trustees



**Memorandum of Understanding  
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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

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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**

- **Fall Semester**
  - Inquiry completed
  - Draft of initial recommendations will be made to campus for review and feedback
- **Spring Semester**
  - Finalize onboarding modifications
  - Onboarding efforts are mapped to curricular pathways and improvements are recommended for the undecided student.
- **Summer** - May include work over the summer

## 2019/20

- **Fall Semester**
    - Staff development for campus planned
    - Outreach materials and web presence improvement plan developed
    - Onboarding efforts are tested and improvements are adjusted
  - **Spring semester**
    - 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. Regularly report activities to key campus committees to include the Academic Senate, College Council, and Planning Councils.
  9. Evaluate program developments against the key performance indicators for the G.P. project:
    - Successful completion of transfer level Math and English
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