

**Memorandum of Agreement
Faculty Serving as Coaches for Dual Credit with Regional High Schools**

Preamble

Legislation by the State of New Jersey in 2011 and amended in 2014 requires state colleges and universities to offer college courses for high school students at college instructional sites and/or at high schools. The Stockton administration and the Stockton Federal of Teachers has operated with a series of Memoranda of Agreements regarding dual credit activities since 2011. Following on the heels of a report and recommendations by the Faculty Senate Task Force on Dual Credit published in January 2016, this MOA supersedes all previous agreements.

Definitions

Dual Credit Coaches are University employees who work with Qualified High School Teachers in area high schools. They must meet the following eligibility criteria:

- Regular Stockton tenured or tenure track full-time and part-time faculty, who have the right of first refusal over adjunct faculty; or
- Adjunct faculty who (1) have at least two semesters of teaching experience at Stockton and (2) who have taught at Stockton recently, that is, within the last four semesters; or
- Full-time or part-time Stockton professional staff who are members of the SFT and whose contractual duties include dual credit responsibilities; and
- Academic program approval to participate (by a two-thirds vote recorded in program minutes for academic programs and G committees) for each content and/or general studies course before serving as a coach.

Qualified High School Teachers (public) are defined by the following criteria: (1) teachers employed full-time by area public high schools who would meet the qualifications to serve as an adjunct faculty member at Stockton University (that is, normally possess at least a Master's degree); and (2) teachers who are approved by relevantly matched program and/or General Studies faculty to teach a Stockton University course (by a two-thirds vote recorded in program minutes for academic programs and G committees)

Qualified High School Teachers (private) are defined by the following criteria: (1) Stockton regular and adjunct faculty who have an interest in teaching a Stockton dual credit course in a private high school; (2) teachers employed full-time by area private high schools who would meet the qualifications to serve as an adjunct faculty member at Stockton University (that is, normally possess at least a Master's degree); and (2) teachers are approved by relevantly matched program and/or General Studies faculty to teach a Stockton University course (by a two-thirds vote recorded in program minutes for academic programs and G committees).

Dual Credit Courses are defined by the following criteria: (1) regular Stockton University courses that are taught in area high schools by *Qualified High School Teachers*; (2) courses that would meet, at a minimum, for the Carnegie Contact Hours equivalent to a one-semester course at Stockton; and (3) courses that are approved by relevantly matched program and/or General Studies faculty (by a two-thirds vote recorded in program minutes).

In the interest of sound pedagogical practices and in order to maintain quality and uniformity with regular Stockton courses over time, it is recommended that programs review dual credit courses and teachers every two years.

Area public and private high schools are defined by the following criteria: (1) public and private schools in the southern New Jersey counties from which Stockton draws most of its first-time freshman population: Atlantic, Burlington, Ocean, Camden, Cape May, Cumberland, and Gloucester; or (2) public and private high schools in the State of New Jersey that are within a 50-mile radius of Stockton University's main campus in Galloway, NJ. Exceptions to the geographical limits need to be approved on a case by case basis by both the Administration and the SFT Union.

Dual Credit Coaching Meetings are those held in-person, via teleconference, or via e-communication with *Qualified High School Teachers* during the duration of the course for the purpose of discussing all aspects of the course.

Dual Credit Classroom Visits are those held in-person at the high school instructional site, with the purpose of having a Dual Credit Coach view a Dual Credit Course taught by a Qualified High School Teacher at least once during the course.

Responsibilities of Dual Credit Coaches

1. Ensure that the syllabus, all assignments, and university policies are aligned to the current Stockton counterpart course.
2. Answer any academic content questions pertaining to the dual credit course for the duration of the course. Any non-academic questions will be referred to a University Designee for Dual Credit, as assigned by the Provost.
3. Be available for one-on-one meetings with high school teachers, and maintain regular contact with each assigned teacher of a dual credit course or course section.
4. Facilitate Dual Credit Coaching Meetings at least twice per semester for assigned Qualified High School Teachers who are teaching the same dual credit course.
5. Schedule a face-to-face Dual Credit classroom visit for each assigned Dual Credit Course taught by each assigned Qualified High School Teacher at least once during the course; if the course spans a year, then there should be two visits during different seasons, e.g. fall and spring.
6. Complete a coaches' report that will be mutually created by the SFT and management. The intent is to: (1) demonstrate that the hours requirement has been met; (2) explain how coaches have met the responsibilities outlined above; and (3) reflect on the effectiveness of the high school dual credit course and the dual credit instruction.

Compensation and Limits

Stockton adjunct faculty who are full-time Qualified High School Teachers and who are offering a course for dual credit in their own, regular high school classroom will not be assigned a Dual Credit Coach. Adjunct faculty and their courses shall be reviewed by the program under the normal process of review of adjunct teaching and course review.

The Provost's designee will notify deans of dual credit enrollments no later than November 1 of each year and verify the *Qualified High School Teachers* and their assigned *Dual Credit Coaches*.

Dual Credit Coaches who are SFT professional staff who have assigned dual credit responsibilities shall receive compensation in accordance with the terms and conditions of their employment contracts. The

University will supply to the Union (SFT) a list of the names of these staff, their Dual Credit Coach assignments, and a copy of the relevant clauses in their contract no later than November 1 of each year.

For the purposes of determining compensation, all Dual Credit Courses shall be considered "new" upon the first time they are offered under this new MOA. All Dual Credit Coaches shall be considered "new" upon the first time they serve as a coach, with the exception of those faculty coaches who have been compensated under the stopgap MOA of 2015-2016, who shall begin with compensation for a repeat coach .

Dual Credit Coaches who are regular Stockton or adjunct faculty shall receive the following compensation for their work:

- New Coaches working with a new course will be paid .50 TCH for course preparation; if the course contains dual credit enrollees, the Coach will receive an additional 1.25 TCH at the conclusion of the course.
- Repeat Coaches working on the same course with a different teacher than the first time will be paid .50 TCH for course preparation; if the course contains dual credit enrollees, the Coach will receive an additional 1.0 TCH at the conclusion of the course.
- Repeat Coaches working on the same course with the same teacher will be paid 1.0 TCH at the conclusion of the course, if the course contains dual credit enrollees.

Dual Credit Coaches' travel to school and instructional sites shall be governed by the MOA Same Day Site to Site Travel signed April 10, 2015. Virtual meetings may be conducted via teleconference or video conferencing, as elected by mutual agreement of the Dual Credit Coach and Qualified High School Teacher.

Dual Credit Coaches who are regular or adjunct faculty may cover up to a maximum of two (2) different university courses per year in area public high schools and coach no more than five (5) course sections with five (5) Qualified High School Teachers. Any combination that equals fewer than 2 courses and 5 teachers is acceptable. Exceptions to this limit will be allowed only in cases where there is no other faculty or professional staff member qualified or available to coach the given course. Such exceptions must be approved by the appropriate program faculty.

Term

This Agreement shall remain in full force and effect from this date until June 30, 2019 unless modified by changes in the Master Agreement. The Agreement shall automatically be renewed from year to year thereafter, unless either party shall give to the other party written notice of its desire to terminate, modify, or amend this Agreement. Said notice shall be given the other party in writing no later than 30 days prior to June 30, 2019, or 30 days prior to June 30 of any succeeding year for which this Agreement is automatically renewed.

IN WITNESS THEREOF, the College and the Stockton Federation of Teachers have caused this Memorandum of Agreement to be executed this 26th day of February 2016.

For: Stockton University



Harvey Kesselman, President

For: The Stockton Federation of Teachers



Anne F. Pomeroy, President