

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 may submit the paperwork at any point in the semester, but prior to the end of the course.

High School: _____ High School Instructor: _____ Faculty Liaison: _____

Course Title: _____ Course #: _____ Course Dates: _____

Please review the following:

Complete:	✓	Duties	NACEP Standard	Required Evidence to Submit
Before class starts		High School Instructor and Faculty Liaison agree to adhere to their respective duties	F1	<ul style="list-style-type: none"> - High School Instructor Agreement (Appendix C) - Faculty Liaison Agreement form (Appendix D)
Before class starts		Deliver & document new high school instructor orientation or returning instructor training by faculty liaison	F2	<ul style="list-style-type: none"> - Course specific training materials - Date and summary of training and how training material will be used - See Appendix N – Standard F2 for documentation guidance
Before class starts		Evaluation of course structure's alignment with on-campus course expectation	C1, C2, C3	<ul style="list-style-type: none"> - Review of learning management / online space for course - Review assessments methods & grading policy are college level appropriate - Discuss what 'A-F' student work looks like and what it means to issue such a grade
Before class starts		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"> - Student Information and Syllabus Alignment Checklist (Appendix F) - Copy of High School syllabus - Copy of HTC syllabus
During/Prior to end of course		Review examples of chosen paired student assessments. At least one example of each, when applicable, of A, B, C, D, and F student work	A1	<ul style="list-style-type: none"> - Paired Student Assessment (Appendix G) - Example of paired assessment <ul style="list-style-type: none"> o One from on-campus course o One from high school course
During/Prior to end of course		Plan & complete a site-visit (in person or virtually) and submit a site-visit report	C3	<ul style="list-style-type: none"> - Site Visit Report (Appendix H)
During/Prior to end of course		Discuss, develop and complete a discipline-specific professional development opportunity relevant to the concurrent enrollment course	F3	<ul style="list-style-type: none"> - Annual Academic Professional Development Plan (Appendix K)

2 weeks prior to end of course		Support distribution and completion of the electronic Student Course Evaluation. <i>*recommend student complete during a class session</i>	E1	<ul style="list-style-type: none"> - Director of Partnerships & College Pathways will send evaluation link - High School Instructors administer 2 weeks prior to the end of the course - See Appendix M for a sample student course evaluation
End of Course		Submit final grades <i>*Recommended to review process prior to end of course</i>	A1	<ul style="list-style-type: none"> - 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
End of Course		Submit a Statement of Equivalency	A1	<ul style="list-style-type: none"> - Statement of Equivalency Guidelines (Appendix I)
After Class Ends		Review & Discussion of Course Evaluation Results	E1, E2	<ul style="list-style-type: none"> - Director of Partnerships & College Pathways will share course evaluation results.
End of School Year		Complete the electronic Concurrent Enrollment Surveys for High School Counselors, Instructors and Principals	E1	<ul style="list-style-type: none"> - Director of Partnerships & College Pathways will send survey link - Complete by end of the school year

Signatures below indicate the faculty liaison and high school instructor agree to completion of these duties within the designated timeline requirements stated above.

High School Instructor: _____

Date: _____

HTC Faculty Liaison: _____

Date: _____

Submit completed form to: Hennepin Technical College, Director of Partnerships & College Pathways.