

MEMORANDUM OF UNDERSTANDING

This **MEMORANDUM OF UNDERSTANDING** ("MOU") is entered into by and between the **SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT** ("District"), and the **CUESTA COLLEGE FEDERATION OF TEACHERS, AFT Local 4909** ("Federation").

TERMS

Background: The plan for program oversight of Cooperative Work Experience (CWE) includes a lead faculty to support the program and course scheduling, oversee the faculty components such as student orientation and assignments required by Title 5, train and advise faculty, review Student Learning Outcomes (SLOs) and Student Learning Outcome Assessments (SLOAs) and ensure the program review process and other matters of instructional program oversight are completed. The faculty will serve as the instructor of record.

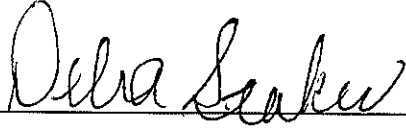
The District and the Federation have agreed as follows:

1. To meet the needs of the students, staff and faculty in the Work Experience studies, a part-time faculty member will serve as Lead Faculty.
2. The faculty member will receive a stipend of \$2,402 per semester for their coordination and leadership in the Cooperative Work Experience area. The stipend is to be distributed in equal payments over the semester.
3. The areas of responsibility and tasks for the lead designation are appended in this document.
4. The MOU is aligned with other part-time lead faculty designations as outlined in Appendix B of the CCFT Bargaining Agreement.
5. This agreement does not alter the faculty member's regular assignment.
6. This agreement will remain in force until the position is filled by a full-time faculty member.
7. The terms of this MOU are non-precedential and do not create any historic practice.

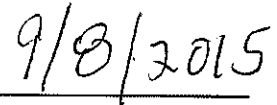
This MEMORANDUM OF UNDERSTANDING supersedes any MOUs regarding the assignment of work Experience Studies. By their signatures below, the signatories certify that they are authorized

representatives of either the District or the Federation and that any and all action necessary for the parties to ratify and accept this MOU as a binding agreement have been completed in the manner required by that party. Upon the affixing of the signatures below, this MOU is entered into without the need for further ratification and acceptance.

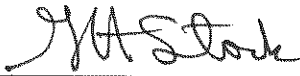
ACCEPTED AND AGREED TO:



Debra Stakes, President
CUESTA COLLEGE FEDERATION OF TEACHERS, AFT Local 4909



Date



Gilbert H. Stork, Ed.D.
Superintendent/President
SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT



Date

WORKFORCE, ECONOMIC DEVELOPMENT & COMMUNITY PROGRAMS LEAD FACULTY IN COOPERATIVE WORK EXPERIENCE

DEFINITION

Under the general supervision of the Director or Supervisor, Workforce, Economic Development and Community Programs, serve as lead faculty in the Work Experience program.

DISTINGUISHING CHARACTERISTICS

The Lead Faculty for Work Experience is distinguished by the requirement to fulfill faculty assignments for Cooperative Work Experience.

This position supports student learning outcomes by overseeing work experience education to students assisting with ensuring that the policies and regulations of this program are upheld.

ESSENTIAL FUNCTIONS

- Establish a schedule of classes for Work Experience courses each semester;
- Recruit and train CWE faculty and obtain department and district approval;
- Develop all instructional materials for Work Experience;
- Assign students to CWE faculty;
- Develop and deliver Cooperative Work Experience orientations;
- Assist students with all academic components of CWE, including developing learning outcomes;
- Maintain class rosters;
- Review and revise as needed Work Experience course outlines;
- Lead the program review process (CPPR, APPW, CPAS) for Work Experience and follow-up as necessary;
- Update procedures for effective program review and other college information needs;
- Organize and oversee Advisory Committee for Work Experience, in collaboration with Career Connections and the Institute for Professional Development;
- Participate in departmental meetings, advisory committees, and other related groups;
- Establish and maintain cooperative working relationships with those contacted in the performance of duties;
- Maintain confidentiality;
- Promote positive relationships in the community;
- Communicate effectively orally and in writing;
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities;
- Perform other related duties as required.