

**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 Federation of Teachers have operated with a series of Memoranda of Agreement regarding dual credit activities since 2011. The MOA intends to recognize the state of New Jersey's priority to offer affordable and accessible public higher education. This MOA supersedes all previous agreements.

Definitions

Dual Credit Coaches are University employees who work with qualified high school teachers in area high schools, either one-on-one or through a dual credit high school consortium. They must meet the following eligibility criteria. They must be

- Regular Stockton tenured or tenure-track faculty and non-tenure-track faculty (full- or part-time), 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 who also have
- 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.

Dual Credit High School Consortia are organized groups of qualified dual credit courses from multiple partner institutions that are coached by a consortium leader.

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 adjunct faculty members 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. They are (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 adjunct faculty members at Stockton University (that is, normally possess at least a master's degree), and (3) 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).

Dual Credit Designee is an administrator appointed by the Provost to manage the dual credit program.

Dual Credit Courses are defined by the following criteria. They are (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 number of 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 and G-committees).

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: public and private schools in New Jersey and the eastern counties of Pennsylvania, including Philadelphia, Montgomery, Bucks, and Delaware counties. Public and private high schools outside of this area may participate, so long as all travel expenses are covered by the corresponding Stockton budget unit.

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. In the case of a dual credit consortium, coaching may be facilitated through group meetings with dual credit high school faculty occurring on campus, remotely, or by webinar to discuss curriculum, co-curricular opportunities, and pedagogy.

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, including those serving in Consortia:

1. Ensure that the syllabus, all assignments, and University policies are aligned with the current Stockton counterpart course.
2. Answer any academic content questions from individual qualified high school teachers 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 and maintain regular contact with all assigned qualified high school teachers.
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 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 (2) visits during different seasons, e.g., fall and spring.

6. Complete a coach's 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 dual credit instruction.

Compensation and Limits

Where dual credit coaching assignments are not contractual, they shall be voluntary.

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. Adjunct faculty who also serve as qualified high school teachers will not be assigned dual credit coaches after completing two years in the program with Stockton faculty coaching, upon recommendation of their individual coaches and acceptance by the program faculty.

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 and have been assigned dual credit responsibilities shall receive compensation in accordance with the terms and conditions of their employment contracts.

For the purposes of determining compensation, all dual credit coaches shall be considered "new" the first time they serve as coaches.

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

- Coaches working with a new course or a new teacher 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 schools and instructional sites that meet the criteria for area public and private high schools shall be compensated for round-trip travel from home to the site, minus their normal commute from home, or, under the MOA for Same Day Site-to-Site Travel, if they also travel to their normal workplace on that day. Dual credit coaches who are asked to physically travel to sites beyond the aforementioned geographical limits shall be compensated for all travel expenses (i.e., per diem for lodging and meals, transportation costs).

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 dual credit courses per year in area public high schools and coach no more than five (5) dual course courses or sections with five (5) qualified high school teachers. Any combination that equals fewer than two (2) dual credit courses and five (5) high school 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.

Dual credit consortium leaders who are regular faculty or adjuncts in a high school dual credit consortium will receive payment based on the participation level by qualified high school teachers offering qualified dual credit courses:

6-12 participants: 4 TCH

13- 19 participants: 6 TCH

20-26 participants: 8 TCH

27-33 participants: 10 TCH

Compensation for thirty-four (34) or more participants requires approval by SFT.

Dual credit consortium coaches who are SFT professional staff or faculty who have been 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 coaching assignments, and a copy of the relevant clauses in their contracts no later than November 1 of each year.

TERM OF AGREEMENT

This Agreement shall remain in full force and effect from this date until June 30, 2022 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 to the other party in writing no later than thirty (30) days prior to June 30, 2022, or thirty (30) days prior to June 30 of any succeeding year for which this Agreement is automatically renewed.

IN WITNESS THEREOF, the University and the Stockton Federation of Teachers have caused this Memorandum of Agreement to be executed this 13th day of December, 2019.

For: Stockton University



Harvey Kesselman, President

For: The Stockton Federation of Teachers



Rodger Jackson, President