



MOU Between the
MiraCosta Community College District &
MiraCosta Community College District – Faculty Assembly
24-01

This agreement extends MOU 23-01 and modifies the terms of Appendix 5.1 of the Faculty Assembly 2022-2025 contract to allow for the continuation of the specific project identified below:

- 1) The district and the Faculty Assembly have agreed to the creation of the following special project coordinator: Coordinator, Teaching and Learning Center (“Coordinator”).
- 2) Faculty members interested in the Coordinator position shall submit a letter of interest to the Academic Senate President.
- 3) The selection and evaluation of the Coordinator will be made by the Academic Senate President following consultation with the Vice President of Instructional Services and the Chair of PDP.
- 4) The Coordinator shall provide ongoing and regular reports to the VPIS and to PDP.
- 5) The Coordinator shall be responsible for the leadership of the C³ Teaching and Learning Center to promote faculty-led efforts to:
 - a. **Celebrate** the joy of teaching and learning;
 - b. **Cultivate** innovative and effective teaching and learning strategies; and
 - c. **Connect** with each other to explore interdisciplinary possibilities and applications, equity-minded pedagogies, and culturally relevant instructional practices.
- 6) The Coordinator shall undertake the following responsibilities:
 - a. Collaborate with the Academic Senate, PDP Committee, and academic departments to develop faculty led teaching and learning professional development opportunities;
 - b. Establish a physical presence and collegial atmosphere in the three areas of the TLC, including the informal meeting area, tech/computer work area, and experimental classroom lab/seminar space;
 - c. Develop programming for each of the three areas of the TLC through collaboration with faculty (in departments, small groups and individually);
 - d. Participate in the budgeting, physical space design, and program review activities for the TLC;
 - e. Facilitate one-to-one teaching and learning strategy sessions with colleagues;
 - f. Work with associate faculty to promote the use of the TLC to enhance their connections with full-time faculty colleagues;
 - g. Facilitate the study of teaching and learning by supporting activities such as faculty research, faculty inquiry groups and communities of practice, and connections with the larger teaching and learning profession through conference attendance, participation in professional organizations, and the study of scholarship and research;

- h. Develop a series of pedagogy practicums to be recorded and/or live broadcasted in the teaching and learning lab;
- i. Integrate a C³ web space into the existing PDP Canvas page;
- j. Create and distribute a weekly newsletter about C³ activities;
- k. Develop a film series in the C³ to show films, documentaries, webinars, and teaching and learning videos;
- l. Develop and maintain a Teaching and Learning library;
- m. Work with student leaders, the Career Center, and administrators to find ways to involve students in the TLC as interns and/or work study partners; and
- n. Explore ways to use the TLC to connect with NCHEA colleagues and local high school faculty;
- o. Collaborate with the Professional Development Coordinator with the on-boarding of new faculty during their first year of employment.

7) The Coordinator shall be provided with 2 LHE (66 hours) for summer work and 0.6 FTE (9 LHE) reassigned time per semester in fall and spring in support of these responsibilities.

This agreement will become effective upon approval. It shall expire on June 30, 2025.

Sunita V. Cooke, Ph.D.

Mary Gross, M.S.



Feb 12, 2024

[Sunita Cooke \(Feb 12, 2024 09:30 PST\)](#)

Signature
Superintendent/President
MiraCosta Community College District

Date



Feb 12, 2024

[Mary Gross \(Feb 12, 2024 09:16 PST\)](#)

Signature
President
MCCCD Faculty Assembly

Date









FA 24-01 - TLC

Final Audit Report

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