



MOU Between the
MiraCosta Community College District &
MiraCosta Community College District – Faculty Assembly
23-07

This agreement extends MOU 21-01 and modifies the terms of section C.11.0 of the Faculty Assembly 2022-2025 contract to allow for the specific project identified below:

- 1) The District has been engaged in the implementation of the Guided Pathways framework to improve student success and close equity gaps for disproportionately impacted populations since 2017. In support of this work, the District established the positions of Guided Pathways (GP) Faculty Co-Leads and ACP Instructional Faculty Liaisons (IFL) that engaged in ongoing co-curricular academic and career activities and events relevant to the entire campus community and each Academic and Career Pathway (ACP). Additionally, ACP Counselors have been identified and contribute to this work. There is a need to continue this work during the 2023-2024 and 2024-2025 academic years.
- 2) **Reporting Structure:** Work related to ACPs and performed under this agreement by the GP Co-Leads, IFLs, and ACP Counselors is coordinated by the Dean of Instructional Services. GP Faculty Co-Leads will be part of the GP leadership team; IFLs and ACP Counselors will serve as members of the Student Success Teams, specific to established ACPs.
- 3) **Compensation and Workload:**
 - a. Two faculty will be selected as the GP Faculty Co-leads: one instructional faculty and one counseling faculty. The Instructional GP Faculty Co-leads will receive 20% reassigned (8 hours per week) for the fall and spring semesters.
 - b. Each of the six ACP IFLs will be provided with 20% reassigned time (8 hours per week) for the fall and spring semesters. This reassigned time may be shared between multiple faculty within an ACP.
 - c. Each of the six ACPs Counseling leads will be provided with 20% reassigned time from their student contact hours (five hours per week) for ACP related work. This reassigned time may be shared between multiple counselors within an ACP.
 - d. During non-contract days, faculty will be compensated at the applicable non-contractual, non-teaching hourly rate for participation in planning

meetings and onboarding activities for students, not to exceed thirty (30) hours.

- 4) **Application and Selection Process:** Selection of the GP Faculty Co-Leads, ACP Counseling Leads, and IFLs will be done in collaboration between the Academic Senate President and the Dean of Instructional Services, and in consultation with the appropriate area dean and vice president.
- 5) **Job Duties and Responsibilities** for the GP Faculty Co-Leads include the following:
 - a. Collaborate with the GP leadership team on identifying multi-year and annual goals and planning and implementing immediate strategies that address student success and promote equity at scale using the GP framework.
 - b. Participate in bi-weekly meetings with the GP leadership team to check on progress and develop solutions to address implementation challenges. Participate and co-lead semi-annual GP/ACP planning retreats. Attend the statewide CAGP institutes as appropriate.
 - c. Help plan, coordinate, and facilitate college-wide activities related to the Redesigning the Student Experience at MiraCosta College with the purpose to promote broader participation and commitment to student success and equity.
 - d. Design, coordinate and implement Light The Fire Summer Institute for faculty on culturally responsive pedagogy and high-impact curricular and co-curricular practices that lead to intentional student engagement and learning, such as contextualized learning experiences, internships, career exploration, service learning, and work-based and project-based learning.
 - e. Develop and implement an ongoing communication plan with respective groups of instructional and counseling faculty to create opportunities for dialogue and engagement in the GP reforms. Assist with maintaining and updating the Redesigning Student Experience Canvas page.
 - f. Provide updates and lead conversations about the GP at various governance and advisory committee meetings. Work with governance committees' leadership on aligning the committee processes and projects with the GP principles, including a specific focus on the Pillar 4 practices.
 - g. GP Faculty Co-Lead – Counseling: In partnership with the Dean of Counseling, lead faculty in the Counseling department to identify specific, tangible strategies for the redesign of their departmental practices that

focus on student success and equity and support the work of the ACP Success Teams at scale.

- h. GP Faculty Co-Lead – Instructional: In partnership with the IFLs, convene discipline faculty by ACP to identify specific, tangible strategies for integrating GP practices and support the work of the ACP Success Teams at scale.
- i. Review the student success and equity data regularly, facilitate conversations about the GP data in a variety of settings, and promote the use of data with individual faculty, department chairs, and committee chairs.
- j. Perform other related duties as assigned.

6. Job Duties and Responsibilities for the IFLs include the following:

- a. Act as a liaison between the respective ACP Success Team members and all discipline faculty and departments that are part of the assigned ACP to support ACP case management activities and programming for the disproportionately impacted students.
- b. Organize and facilitate co-curricular career exploration and work-based learning opportunities for students, in a variety of modalities, specific to the assigned ACP, such as career panels, employer mixers, industry tours, speaker events, etc. Partner with the Career Center and Work-based Learning liaisons on such events.
- c. Engage discipline faculty from the assigned ACP in conversations and professional development regarding embedding culturally relevant, equity-minded career and education planning assignments in the courses, especially in the introductory major courses and top enrolled General Education courses. Use student success and equity data to guide these conversations. Assist faculty with developing and embedding such assignments. Collaborate with WBL liaisons to develop and maintain an inventory of sample assignments and other resources.
- d. In collaboration with ACP Counselors, engage department chairs and other discipline faculty from the assigned ACP in the review and improvement of their academic maps and course schedules for student success and equity.
- e. Assist with the development and maintenance of their respective ACP Canvas page for students. Compile and publish information on pathways, careers, programs, and specific courses within an assigned ACP to help students explore their options.

- f. Develop and implement ongoing communications with faculty and department chairs within the assigned ACP through attendance of departmental meetings, development of flex workshops, monthly newsletters, and other means in order to share pertinent resources, ACP events, and engagement opportunities.
- g. Meet and communicate regularly with the Dean of IS, and other IFLs. Participate in semi-annual GP/ACP planning retreats. Attend the statewide CAGP institutes as appropriate.
- h. Participate in monthly planning meetings of the respective ACP Success Team to coordinate ACP activities, specifically designed for disproportionately impacted students, and collaborate on approaches to cultivate a community of learners.
- i. Assist with planning and facilitating components of the student onboarding events, such as ACP Explore events and Welcome Fests.
- j. Perform other related duties as assigned.

7. Job Duties and Responsibilities for the ACP Counselors include the following:

- a. Participate in ACP Success Team events including community building and career-focused, work-based learning events/workshops.
- b. Support outreach efforts to DI students served by the assigned ACP Success Team.
- c. Collaborate with ACP Instructional Faculty on presentations/workshops to support academic counseling and education planning knowledge.
- d. Collaborate on the creation of ACP specific materials for students to inform education planning and academic goals (handouts, presentations, program requirements).
- e. Facilitate academic counseling presentation for ACP specific onboarding activities (ACP Explore).
- f. Participate in monthly ACP Success Team meetings (1.5 – 2 hours per month).
- g. Attend bi-weekly case management meeting with the success coaches (2 hours per month).
- h. Support and contribute to the development of intervention communications to students on academic notice.

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

Sunita V. Cooke, Ph.D.

Mary Gross, M.S.



Sunita Cooke (Nov 19, 2023 08:41 EST)

Mary Gross (Nov 8, 2023 08:43 PST)

Nov 19, 2023

Nov 8, 2023

Signature _____ Date _____
Superintendent/President
MiraCosta Community College District

Signature _____ Date _____
President
MiraCosta College Faculty Assembly










2023-10-03 FA MOU 23-07 - Guided Pathways-ACP

Final Audit Report

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