

## MEMORANDUM OF UNDERSTANDING: WWU COLLEGE IN THE HIGH SCHOOL

### Recital

1. Western Washington University (WWU) and the United Faculty of Western Washington (UFWW) agree to a 2-year MOU, covering AY 2023-24 and 2024-25, to define responsibilities and compensation for Faculty Curriculum Coordinators (see Appendix) in WWU's College in the High School Program.
2. The parties will negotiate a more permanent solution during or around the same time as the planned compensation re-opener scheduled for Winter/Spring Quarters 2025.

### Agreement

WWU and the UFWW agree on the following, to take effect retroactively on September 16, 2023:

1. Organization and Responsibilities:
  - a. Outreach and Continuing Education (OCE) coordinates the WWU College in the High School Program
  - b. With respect to College in the High School, as with other academic programs, WWU Academic Departments are responsible for:
    - i. Curriculum, curriculum currency, and curriculum development
    - ii. Standards of course quality and rigor
    - iii. Standards of student assessment and proficiency
    - iv. Standards of high school teacher selection
  - c. Faculty Curriculum Coordinators shall perform the duties and fulfill the responsibilities outlined in the Appendix of this MOU.
2. Compensation: Faculty Curriculum Coordinators shall receive a **\$2,000 stipend per section**, which includes travel for a minimum of one classroom observation within 30 miles of Western's Bellingham campus. Separately, they will receive a single stipend of \$250 for their mandatory attendance in a one-day summer training program.

## **Appendix: Faculty Curriculum Coordinator Position Description**

**Title:** Faculty Curriculum Coordinator (Faculty Liaison/Mentor)

**Definition:** A Western faculty member who coordinates, manages, and evaluates the curriculum of a WWU in the High School course as well as provides teacher mentorship for a course or series of courses.

Faculty Curriculum Coordinators in the WWU in the High School (WWUHS) serve to support high school student access to higher educational opportunities while ensuring student success, academic rigor, and discipline integrity, and maintaining the adherence to Washington State regulation (established by the National Alliance of Concurrent Enrollment Partnerships (NACEP) and university accreditation requirements.

Western faculty members who serve as Faculty Curriculum Coordinators agree to foster a culture of academic rigor, inquiry, and excellence in the following ways:

- Provide information on course curriculum, syllabi, outcomes, required textbooks, and assessments or grading policies as appropriate to ensure that the courses taught in high schools are the same in quality, rigor, and content as those taught at WWU. Approaches to course delivery may vary for the high school context.
- Align high school courses with the department's documented standards and expectations to ensure the high school course has the same requirements as a course taught at WWU.
- Support high school teachers in course delivery and assessment through training on departmental approaches, techniques, and expectations. This support includes participation in workshops, demonstrations, and a mandatory one-day summer training program for the high school teachers (which is compensated separately at the rate of \$250).
- Provide documented feedback to the high school teachers on their course materials, content, methodology, etc. relative to its alignment with the WWU established and documented departmental standards and in accordance with NACEP standards.
- Collaborate with high school teachers in the classroom to promote effective teaching and learning strategies.
- Ensure students in the high school meet the same levels of proficiency with the content material under the same evaluative standards as all other Western Washington University students based upon established and documented department standards.
- In accordance with Faculty Senate and department oversight, conduct a course evaluation (virtual or in-person) of each WWUHS course.
- Assist the high school teachers in using available university facilities, including but not limited to Canvas, and Western Libraries to include demonstrating and instructing how to use these resources and assisting partner high school teachers to connect with appropriate offices for further assistance.
- Serve as the primary liaison between the Director of WWU College in the High School (currently, the Vice Provost for Outreach and Continuing Education) and the WWU academic department; attend scheduled WWU Faculty Curriculum Coordinating Meetings.
- Prepare NACEP documentation for the appropriate department/discipline in accordance with Outreach and Continuing Education protocols and procedures (as applicable).

### **Time Commitment:**

Estimated time commitment: 20-25 hours per section.

### **Travel:**

Travel for a minimum of one classroom observation within 30 miles of Western's Bellingham campus is included in the stipend.

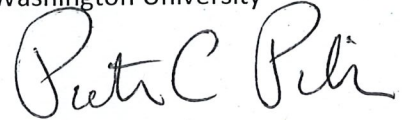
Signed and Dated this 7 day of February, 2024.

Western Washington University



By: Sabah Randhawa  
Title: President

United Faculty of Western  
Washington University



By: Peter Pihos  
Title: President, UFWW