

# NACEP Accreditation Mini-Series Faculty Standards

February 21, 2018

## **Presenters**





# Faculty Standards 101

- **Faculty 1** Academic leadership review/approve applicants according to minimum qualifications for instructors teaching the course on campus.
- **Faculty 2** Faculty Liaisons provide course-specific training to all new instructors prior to teaching.
- Faculty 3 Instructors participate in annual discipline-specific professional development provided by the college.
- **Faculty 4** CEP ensures Instructors are informed of & adhere to program policies and procedures.

# Faculty Standard F1

#### Intent:

 To verify that CEP instructors meet post-secondary academic requirements as stipulated by departments and to verify instructor approval process.

# F1:Required Evidence

#### Team is Reviewing:

- Description of the process and timeline for appointing, approving, or denying instructors, and how the process is publicized or made available to high school partners.
- Listing of minimum instructor credentials by course or discipline and a description of the process by which those qualifications are established by the institution's academic leadership.
- 3) Three completed samples of instructor applications, representing varied departments, that include documents required by the CEP (with secure information removed) and corresponding approval/appointment letters listing course/s for which instructor is approved.

# F1: Instructor Qualifications Example

#### Biology:

Master's Degree in biology

#### **Business:**

Master's Degree in the subject area (e.g. Accounting)

#### OR

Masters in Business Administration (MBA)

#### OR

Bachelors in the specific subject area (e.g. accounting) with experience in the subject area. Masters also required, but in any discipline.

#### **Business Information Technology:**

- BS in related field of Business, Business Education, Computer Science, Graphic Arts,
  Communications or Math. Masters preferred
- Faculty must have demonstrated teaching experience and completed coursework or certification in the area of expertise for any specific course
- If faculty meet core education requirements but have not taken formal coursework in the specific course area, then training can be obtained by taking BIT courses on campus, online, or through registered Independent Study

# F1: Approval Letter Example



March 3, 2017

North Central High School 1801 East 86<sup>th</sup> Street Indianapolis, IN 46240

Dear

Your application to teach Indiana University ENG-W131 in the Advance College Project was sent to Christine Farris, Ph.D., ACP faculty liaison for composition. Professor Farris, on behalf of the IU English Department, approves you to train to offer W131 English Composition.

ENG-W131 Reading, Writing, and Inquiry I (3 cr.) CASE EC

Offers instruction and practice in the reading, writing, and critical thinking skills required in college. Emphasis is on written assignments that require synthesis, analysis, and argument based on sources. W131 class size is capped at 24 students, independent of college credit enrollment.

Certification to teach W131 will be granted upon your successful completion of the June 19-23, 2017, training seminar held on the Indiana University Bloomington campus. Registration logistics will be emailed in May. You will be reimbursed for mileage and be provided a small stipend and hotel accommodations. Although you need attend this training only once you are expected to return to IUB annually for a one-day professional development seminar. The high school must provide a sub for you to attend; however, sub pay is the only cost the school will incur for this collaboration.

Indiana University faculty will periodically review the rigor of IU courses taught in the high school setting in an effort to maintain the high quality of education that each student receives.

We look forward to your involvement in the ACP program. Please contact me at reacarte@indiana.edu with any questions or concerns.

Sincerely,

Rebecca Cuta

Rebecca Carter

, Principal , Dual Credit Coordinator

# Faculty Standard F2

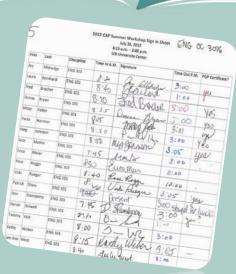
#### Intent:

 To confirm instructors receive course-specific training in course philosophy, curriculum, delivery, & assessment to prepare them to offer the course.

# F2: Required Evidence

#### Team is Reviewing:

- For each discipline, a sample of course-specific training materials and agenda for new concurrent enrollment instructor training.
- 2) For each of these examples, a description written by the faculty liaison of how new instructors are trained. Include a description on how the materials provided for evidence are used.
- Attendance tracking report documenting the date each new concurrent enrollment instructor received initial course-specific training.



# F2: Course Specific Training Agenda Examples



TO:

FROM Christine R. Farris, Professor of English and Seminar Director Deanna M. Jessup, Instructor of English and English Specialist

DATE

Preparation for the June 19th - 23th ACP W131 Teacher Training Seminar RE

Welcome to the ACP Composition program. We look forward to meeting you at the one-week seminar June 19th-23°. The primary goals of the training seminar will be to introduce you to the aims of Indiana University English
W131. Reading, Writing, & Inquiry I, and to help you develop a syllabus for teaching the IU course at your high school next year. Although we have a lot to accomplish in a short period of time, we believe you will find the seminar.

The W131 course is based on the notion that first-year English plays an important role in preparing students for the thirking, reading, and writing tasks they will face in college. Because college courses in many disciplines require that students analyze ideas and evidence, i.e., do things with texts, our W131 assignments are designed to provide extensive practice in writing with secondary sources. For each assignment, students are asked to undertake a particular typo of writing task (summary, critique, comparative analysis, inquiry driven research, etc.). Strategies for completing these writing tasks are addressed in Writing Analytically; 7" edition (WA), the required reletion and primary text for this course. The topical units of study will come from the reader, Writing and Reading for ACP Composition, 2<sup>rd</sup> edition (WRAC). Please note that this is a custom reader specifically for ACP instruction.

Many of our seminar sessions are organized around the sequence of assignments in the course plan. Much of the week's work will involve your reading, writing, and responding to the readings from the textbooks, sample student papers, and ideas as part of imagining what is at stake for your students in W131.

We have enclosed all the materials you will need to study in preparation for Monday. June 19th, You will receive the rest of the materials during the seminar. Handouts for day one, as well as the WA and WRAC texts are enclosed. You need to be familiar with these texts before the seminar, but your specific assignment for Day One follows

To be prepared for the work to be done the first day, please complete the following before you arrive for the training 1. In order to better understand our course goals and prepare for the discussion the first morning, study the

- - Writing Analytically (WA), chapters 1, 2, 3, 4, . Robert Scholes, "The Transition to College Reading" handout
  - . Ellen C. Carillo, "Engaging Sources Through Reading-Writing Connections" handout

  - Stanley Milgram, "The Perils of Obedience" (WRAC), pp. 77-89. Solomon E. Asch. "Opinions and Social Pressure" (WRAC), pp. 142-147
  - · Double Entry worksheets enclosed
- 2. After reading the Scholes essay, complete a double entry notebook response (worksheet enclosed).
- 3. After reading the Asch essay, complete a one page passage-based focused freewrite as described on pp. 48-49 of Writing Analytically. Others in the seminar will be reading this freewrite exercise
- 4. Because we will be using the film A Few Good Men as a test object for the comparative analysis writing assignment on obedience, please view the film at your convenience. Other films often used as objects for the comparative analysis are Cool Hand Luke, The Experiment (based on the Zimbardo obedience prison experiment). Frozen, Ever After, and Cinderella (2015). The latter three films are for the Cinderella unit in WRAC. It is not a requirement that you view these alternative films, but having a working knowledge of them may help you understand their use as objects for analysis.

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IU W13h Reading, Writing, & Inquiry I Training Schedule: Day One
Monday, June 19th
8:00-8:30
           Continental Breakfast
             Introductions & Consideration for Discussion
                     Kick-off Ouestions
              Course Overview
                     Composition at IU p. 1
                     Guidelines for Common Ground Curriculum p. 2
                     Indiana's Statewide Transfer General Education p. 3
                     Course Sequence p. 4
                     Course Syllabus p. 9
              Textbooks: Writing Analytically, 7th edition (WA) 8s Writing and Reading for ACP
                     Composition, 2rd edition (WRAC)
9:45-10:00 New vs. Old Habits of Mind
                    The Old Essay: "My Five-Paragraph-Theme Theme" p. 13
Freshman Term Paper Discovers Something New about Silas Marner p. 15
10:00:10:15 BREAK
10:15-11:15 Introduction to College Writing
                     Chart for difference between ACP and AP p. 17
                     Framework for Success in Postsecondary Writing p. 18
                     Double Entry Journals p. 32
                           Scholes Discussion
                     Student sample for reading log p. 33
11:15-12:00 Sample College Assignments pp. 34-45
12:00-1:10 LUNCH (Sign up for Optional Tuesday Dinner)
             Microtheme #1: Summary Discussion
                     Bean, "Microtheme Strategies for Developing Cognitive Skills" p. 46-57
                     Summary Assignment Sheet p. 58
                     Active Reading Strategies for Summaries p. 59
                     Texts: W.A Chapters 1 & 3
              Participant passage-based focused freewrites for Asch, "Opinions and Social
              Pressure"-read and pass; Discussion of Summary Student Papers pp. 63-64
HOMEWORK:
                    W131 Seminar Activity: Unit Review for Summary, Review WA Chapters 2
                     & 4: Chap. 7 "Six Strategies for Analyzing Sources" pp. 186-196
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# F2: Course Specific Training Agenda Examples

#### Course-Specific Training Checklist for New CEP Instructors

Each faculty liaison should use the following checklist to ensure that CE instructor candidates are aware of departmental expectations, protocol, and curriculum and course philosophy. The items on this checklist must be completed before an applicant is approved to begin offering course through the CEP.

applicant is approved to begin offering	g course inrough me CLI.
CE Instructor Name:	Course:
Candidate's credentials meet or exceed adj course on-campus.	junct faculty status to teach this
<ul> <li>Liaison has visited candidate's classroom</li> <li>Date of visit:</li> </ul>	for a pre-approval visit.
Role of liaison has been explained to cand	lidate.
Liaison has reviewed with candidate the specific course objectives.	
Liaison has reviewed with candidate any c and/or pedagogy for the course.	discipline-specific philosophies
Candidate has received requirements and expectations for the syllabus.	
Liaison has approved the candidate's CE c syllabus has been sent to the CEP office.	ourse syllabus and a copy of the
Liaison has explained textbook considerations/requirements.	
Candidate has been provided the course go the grading standards for the course.	rading expectations and understands
Liaison has reviewed required course asse assuring standards of achievement are the sections.	
CE instructor feels prepared to offer this campus sections.	course as a match for the on-
Faculty Liaison Signature	Date
CE Instructor Signature	Date

# Faculty Standard 3

#### Intent:

- To provide annual opportunities for collegial interaction between CEP instructors
   & campus faculty.
- Should course philosophy, curriculum, focus, or pedagogy change over time, to ensure CEP instructors have regular interaction with other faculty & become aware of changes in current trends in course delivery.
- To engage high school faculty in the collegiate academic community.

# F3 Required Evidence

### Team is Reviewing:

- Example from the PD activities of each discipline, such as: seminar description and materials, event minutes, conference report, or individualized meeting summary.
- 2) For each discipline, a description of how the PD further enhances coursecontent and delivery knowledge and/or development in the field, including format, delivery method, frequency, and an explanation of how the PD is distinct from new instructor training.
- 3) Procedures and/or policy describing how the CEP ensures and tracks PD participation, and follows up with those who do not attend. A tracking report documenting when each instructor most recently participated in PD.

# F3: Sample annual discipline-specific PD seminar materials: SUPA SOCIOLOGY

SYRACUSE UNIVERSITY PROJECT ADVANCE.



#### SUPA Sociology Fall 2017 Seminar Agenda

"Poverty and Income Dynamics in America"

#### Dr. Colleen M. Heflin

Professor of Public Administration and International Affairs and Senior Research Associate at the Center for Policy Research (Syracuse University)

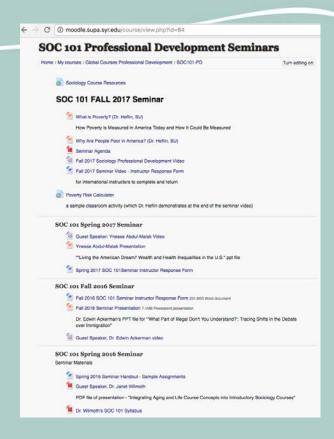
This session will cover poverty measurement and explanations for why people are poor in America today. I will present empirical evidence regarding trends in poverty in America and which demographic groups are more likely to be poor. We will end by using a poverty risk calculator to estimate the individual risk of being poor. I will make connections to social policy and poverty alleviation strategies throughout the session.

Upstate Seminar Tuesday, November 28 9a-1p Sheraton Conference Ctr (room tba) SU Campus, Syracuse

Downstate Seminar Monday, December 11 9a-1p

SU Lubin House 11 E. 61<sup>st</sup> Street, NYC

As a reminder, all instructors, regardless of teaching status, are required to attend the annual fall and spring SUPA Sociology seminars in order to maintain their certification as SU adjunct instructors. Please contact Christina Parish (<a href="maintaintendongemaxwell.syr.edu">maintaintendongemaxwell.syr.edu</a>), if you have any questions about the seminar or would like to add anything to the agenda.



# Faculty Standard 3: Sample annual discipline-specific PD seminar materials: SUPA WRITING

# Syracuse University Project Advance

#### Fall 2017 SUPA Seminar WRT 105: Practices of Academic Writing

#### **AGENDA**

#### **Downstate Meetings:**

Friday, November 3, & Monday, November 6, 2017 SU Lubin House, 11 E. 61" St., NYC

#### **Upstate Meetings:**

Friday, October 27, & Monday, October 30, 2017 SU Sheraton Conference Ctr. SYR (room tba)

8:30-9:00 Continental Breakfast
9:00-9:30 PA announcements

9:30-12:00PM Genre Theory: Pedagogy and Practice

12:00-1:00 Lunch

1:00-2:00 WRT 105 Planning w/ Jonna (current Anne and Jonna 105 materials; Bb stuff)

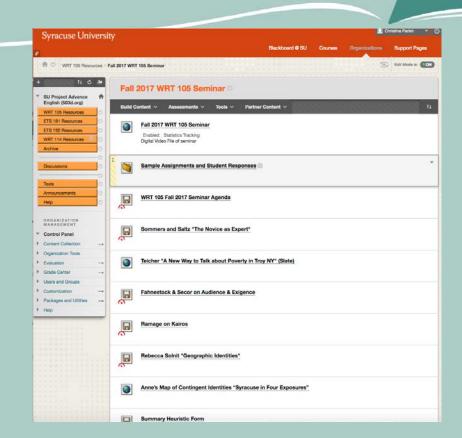
2:00-2:15 Seminar feedback, Discussion wrap-up

All WRT 105 instructors-regardless of teaching status—are required to attend the fall seminar in order to maintain their certification as a SU adjunct instructor. Please contact Sean Conrey at smoonrev@syr.edu with any inquiries or guest requests.

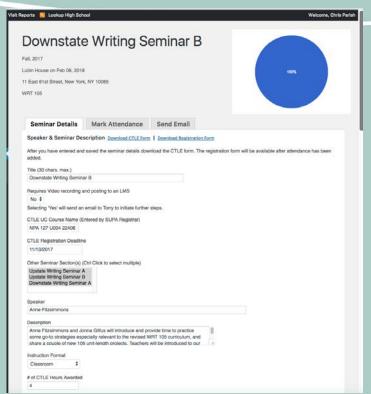
#### Included in folder:

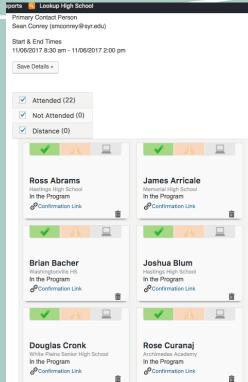
Agenda Blackboard Instructions

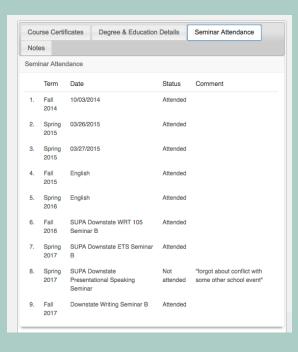
Anne and Jonna's syllabus/assignments/calendar



# Faculty Standard 3: Annual PD Attendance Tracking Reports sample SUPA Online System







### **PD Best Practices**

- Discussion of current research
- Author visits
- On-campus observations
- Collaborative course content development
- Online, interactive discussion board
- Online videos



# **PD Alternative Options**

- Attending <u>conferences</u>
- Online workshops
- Site Visits?



# Faculty Site Visits as PD (F3)

- Meets Standard F3
  - Occurs annually
  - Documented interaction (separate from site visit)
    - Agenda, handouts, notes, etc.
    - Content expands instructor's knowledge in discipline
- Does not meet Standard F3
  - Observation of course delivery & brief reflection/follow-up

# Faculty Standard 4

#### Intent

- To have clear expectations and policies for CEP instructors that are reflected in a comprehensive guide or handbook.
- To have a system for communicating those policies and procedures to new CEP instructors, in particular, beyond simply a published guide.
- Intent is not to demonstrate that any instructors have been decertified from teaching CEP courses for non-compliance but that an enforceable policy is in place and communicated to school partners and instructors to establish clear expectations.

# F4: Required Evidence

#### Team is Reviewing:

- A comprehensive CE instructor procedures and practice guide, highlighting instructor non-compliance policy and process.
- A description of the CEP's administrative orientation for new instructors, including agenda, materials, and format
- A copy of the procedures for instructor non-compliance. If you have had a non-compliant instructor/s, provide documentation of the process followed.

### F4: Notes on Evidence

- An *administrative orientation* that addresses program policies and procedures, including instructor non-compliance policies, is distinct from the *discipline-specific training* for new CEP instructors in F2.
- The administrative orientation may be facilitated by the CEP staff and should be provided prior to the instructor teaching the course.
- If the CEP has a single administrative policy and procedures guide, care should be taken to provide information specific to CEP instructors, such as PD expectations, the CEP non-compliance policy, CEP student enrollment procedures, etc.

# F4: CEP ensures instructors are informed of and adhere to program policies & procedures (including non-compliance policies) sample SUPA Admin Guide

# Syracuse University Project Advance

supa.syr.edu

#### **ADMINISTRATIVE GUIDE**



#### TABLE OF CONTENTS

- 2 Welcome
- 3 Becoming a Partner School

Teacher Qualifications and Certification

SUPA Coordinator

Teaching Guidelines and Requirements

- 4 Instructional Materials
  - **Guidance Department**
  - Eligible Students
- 5 Program Awareness and Promotion

Registration and Course Records

Course Drops and Withdrawals

Grades

5 Student Identification Numbers

Tubbles

Payment Policies and Procedures

Tuition Refunds

Financial Assistance

Course/Credit Recognition

7 Transcripts

Procedures for Transferring Credit

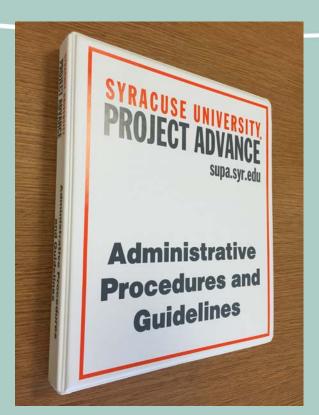
Suggestions for Transferring Credit

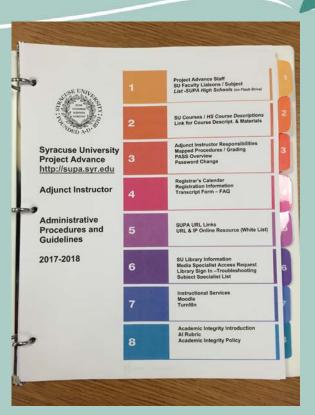
Academic Integrity Police

- 9 Course Detail
- 11 SUPA Administrators

1 Project Advance Administrative Guide

F4: CEP ensures instructors are informed of and adhere to program policies & procedures (including non-compliance policies) sample SUPA Summer Institute Orientation materials





# F4: Other Examples of CEP Administrative Orientation

- Self-paced online workshop and quiz to track completion
- Webinar presentation
- Video resources
- One-on-one meeting with CEP director/staff

# Questions





Future NACEP Webinars and Events:

**February 23:** Discover Series Webinar-Cohort, Coaching, and Curriculum

**February 26:** Nacep Webbytes-Home School Students: Providing Early College Access for All Populations.

March 1: NACEP Webbytes-A Journey through Institutional Change

March 8: Dual Enrollment Marketing Panel Webinar

March 13: Starting the Conversation-Strengthening the Concurrent Enrollment Faculty Relationships for Student Success.

March 19: NACEP Accreditation Mini-Series-Curriculum and Assessment

