




JOHN A. LOGAN COLLEGE  
DUAL CREDIT  
FACULTY LIAISON HANDBOOK



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Effective May 2023

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## Purpose

The National Alliance of Concurrent Enrollment Partnerships (NACEP) defines a dual credit faculty liaison as a college full-time or adjunct faculty member who provides dual credit instructors in his/her/their discipline with initial training and annual professional development and conducts site visits. It is expected for liaisons to be content experts in the discipline(s) they oversee. Liaisons are the crucial link between dual credit and campus faculty and are the means by which the College engages with dual credit instructors to new developments in the course area, pedagogic innovations, textbook adoptions, educational outcomes, assessment of learning, grading standards, proficiency expectation, and syllabus components. The relationship between dual credit faculty and liaisons should be collaborative in nature.

Practically at John A. Logan College (JALC), the role of faculty liaison has three purposes: to ensure that the courses being taught at our in-district high schools meet the same standards as those courses taught on campus, to provide dual credit faculty with content-specific information and course updates, and to meet the requirements of our NACEP (National Alliance of Concurrent Enrollment Partnerships) accreditation.

## Liaison Assignments and Responsibilities

Liaisons are assigned by the applicable JALC department chair annually. The Director of College Readiness sends course forecasts to high schools every March to determine the dual credit offerings that will be available at each high school during the following academic year. Once dual credit offerings have been confirmed, the Director of College Readiness will email department chairs to assign liaisons to all dual credit offerings. Liaisons will be emailed their initial list of liaisons assignments in May.

Liaisons are responsible for ensuring the smooth onboarding of all assigned dual credit faculty. That responsibility includes the following tasks:

1. Contact dual credit faculty prior to June 1st for introductions. Please provide a copy of your course syllabus and schedule a meeting for content-specific training and to complete Report 1.
2. The Director of College Readiness will order a desk copy of the current textbook for all new dual credit faculty, and a discussion of the textbook must be included in the initial meeting.
3. **All initial meetings and content-specific training must occur before the first day of the semester the new dual credit course is offered.**

## Required Documentation

Please refer to the Dual Credit Faculty Liaison Resource Page in D2L for the complete Liaison Packet.

### New Dual Credit Courses

High school dual credit faculty will work collaboratively with an assigned JALC faculty liaison. The liaison will provide content-specific information and updates to dual credit faculty and arrange meetings to visit the dual credit faculty and their classrooms. The faculty liaison will conduct this process the first time a course is offered as dual credit at a high school and/or any time a course is offered by new dual credit faculty. To fulfill the requirements for new dual credit courses, faculty liaisons will submit the following paperwork:

1. Report 1 corresponds with the initial visit/meeting and includes the following:
  - a. Tour the high school classroom and lab facilities
  - b. Review the course syllabus, course objectives and learning outcomes
  - c. Discuss testing and other assessments
  - d. Discuss the grading scale and grading policies
  - e. Review and discuss the textbook
  - f. Review midterm and final grade reporting
2. Report 2 provides continued support for dual credit faculty at the beginning of the semester
3. Report 3 provides another checkpoint to discuss the progression of the course
4. Report 4 provides guidelines for the site visit
5. Course Syllabus: dual credit instructors should be utilizing the JALC master syllabus for the course
6. Sample Assessment: one from dual credit course paired with one from faculty liaison's course

At the end of the semester/academic year, if the faculty liaison confirms that the course meets all standards to be approved as a dual credit offering, site visits will continue on a three-year rotation, at a minimum. If there are concerns regarding the course offering:

1. Dual credit faculty will be given a written warning and a probationary year to raise their course offerings to meet on-campus standards.
2. The faculty liaison will conduct a site visit during the probationary year, and if all concerns have been resolved, the course will continue as a dual credit offering.
3. If after the probationary year, the course is deemed to not meet on-campus standards, the course will no longer be approved as a dual credit offering.

## **Continuing Dual Credit Courses**

To fulfill the requirements for continuing dual credit courses, faculty liaisons will submit the following paperwork:

1. Report 4 provides guidelines for the site visit
2. Course Syllabus: dual credit instructors should be utilizing the JALC master syllabus for the course
3. Sample Assessment: one from dual credit course paired with one from faculty liaison's course

Site visits for existing dual credit courses will be conducted at least once every three years. If there are concerns regarding the course offering:

1. Dual credit faculty will be given a written warning and a probationary year to raise their course offerings to meet on-campus standards.
2. The faculty liaison will conduct a site visit during the probationary year, and if all concerns have been resolved, the course will continue as a dual credit offering.
3. If after the probationary year, the course is deemed to not meet on-campus standards, the course will no longer be approved as a dual credit offering.

## **Paperwork Submission**

All liaison paperwork will be submitted through the Dropbox in the Dual Credit Faculty Liaison Resource Page in Desire2Learn (D2L). The timeline for paperwork submission is dependent upon the length and term of the course. Below are the approximate due dates for each type of course offering.

### **Fall Courses (August – December)**

1. Report 1 (only required for new courses): August 1<sup>st</sup>
2. Report 2 (only required for new courses): September 1<sup>st</sup>
3. Report 3 (only required for new courses): October 1<sup>st</sup>
4. Report 4: November 1<sup>st</sup>
5. Course Syllabus: November 1<sup>st</sup>
6. Paired Assessments: November 1<sup>st</sup>

### **Spring Courses (January – May)**

1. Report 1 (only required for new courses): December 15<sup>th</sup>
2. Report 2 (only required for new courses): February 1<sup>st</sup>
3. Report 3 (only required for new courses): March 1<sup>st</sup>
4. Report 4: April 1<sup>st</sup>
5. Course Syllabus: April 1<sup>st</sup>
6. Paired Assessments: April 1<sup>st</sup>

### **Yearlong Courses (August – May)**

1. Report 1 (only required for new courses): August 1<sup>st</sup>
2. Report 2 (only required for new courses): September 1<sup>st</sup>
3. Report 3 (only required for new courses): December 15<sup>th</sup>
4. Report 4: April 1<sup>st</sup>
5. Course Syllabus: April 1<sup>st</sup>
6. Paired Assessments: April 1<sup>st</sup>

# Compensation for Faculty Liaisons

## Site Visit Stipend

Liaisons are eligible to receive a \$350 stipend each year they complete a visit and submit all required paperwork for a course. This is paid per instructor per course, so for instance, if a liaison visits three ENG 101 courses in the same year, they are eligible to be paid \$1,050.

Timeline for stipend payments:

1. Fall courses: January
2. Spring courses: June
3. Yearlong courses: June

## Discipline-Specific Workshop Stipend

Liaisons are additionally eligible for a stipend for participation in the annual discipline-specific workshop. The minimum stipend amount is \$50, but individual amounts are determined by the level of involvement in the workshop. Amounts are decided by the applicable Department Chair and Director of College Readiness.

## Mileage

Liaisons may request travel reimbursement for visits to high schools. Please refer to the Dual Credit Faculty Liaison Resource Page in D2L for a copy of JALC's most recent travel voucher form with the correct account number for College Readiness In-State Travel included.

## Course Evaluations

All dual credit courses are evaluated each semester by students enrolled in the course through a Teams form emailed to the dual credit instructor near the end of the semester. The results of those evaluations will be made available to Department Chairs and applicable Faculty Liaisons for review. For fall courses, evaluations will be made available in January. For spring and yearlong courses, evaluations will be made available in June.

## Dual Credit Faculty Liaison Resource Page in D2L

A resource page for Faculty Liaisons is provided by the Office of College Readiness and is available through D2L. All active faculty liaisons have access to the page, which includes the following resources:

1. Current liaison assignments
2. Dual Credit Faculty Liaison Handbook
3. Complete Liaison Packet
4. JALC Travel Voucher for mileage reimbursement
5. Dropbox for each type of course with due dates