

Memorandum of Understanding Faculty Coordinator for the Cultural Fluency Teaching Academy

The Lake Tahoe Community College District (“District”) and the Lake Tahoe Community College Faculty Association (“Association”) agree to the following agreement on the Faculty Coordinator for the Culturally Fluency Teaching Academy. This MOU will be effective during the 2024-25 academic year and will be sunset on June 30, 2025. This MOU is grant funded and is anticipated to not continue beyond the grant period.

Selection of the Faculty Coordinator for the Cultural Fluency Teaching Academy will be made through the following process:

- All faculty members of Cohort 1 who completed year one of the Cultural Fluency Teaching Academy will be invited to apply for the Faculty Coordinator position.
- The Senior Director of Government Relations and Grant Development (Senior Director) will select the Faculty Coordinator from the applicants.

Compensation:

Summer: \$1250 Stipend

Fall: \$2250 Stipend

Winter: \$2250 Stipend

Spring: \$2250 Stipend

Cultural Fluency Teaching Academy

Faculty Coordinator

Proposed Stipend Amount: \$8000

11-Month Position (August 1, 2024 – June 30, 2025)


August 1, 2024 – September 13, 2024

- Recruit faculty participants in Cohort 2 of the CFTA
- Review and provide feedback on 10-month Cohort 2 topics
- Assist in the identification of speakers (internal and external) for Cohort 2 topics
- Review and provide feedback on ePortfolio requirements
- Support the development of Cohort 2 Canvas course
- Meet virtually and in-person with the Senior Director and Grant Manager to plan for Cohort 2 launch in September

September 2024 – June 2025 (Aligned to the 2024-25 Academic Year)

- Meet with the Cohort 1 Design Team, Senior Director and Grant Manager to discuss progress and make programmatic adjustments, as identified
- Review Cohort 2 applications and notify applicants of acceptance to cohort
- Coordinate with Senior Director and Employment Development Grant Manager (Grant Manager) to review speakers and topics, meet with speakers, and develop session agendas
- Attend all CFTA sessions, introduce speakers and facilitate 30-minute closing session focused on applying information to classrooms and other student learning spaces


- Facilitate CFTA sessions focused on development and presentation of ePortfolios
- Meet with Senior Director and Grant Manager to review post-session feedback forms from participants and adjust future programming as necessary
- Support faculty participants in the development of ePortfolios, as needed, including providing (in person or zoom) office hours for faculty participants, ensuring cohort participants have access to and knowledge of how to use appropriate tools (Canvas, Canva, Google Sites, etc.)
- Develop pre- and post- cohort meeting announcements, assignments and discussions in Canvas; work with cohort members to ensure participation in assignments and discussions
- Monitor cohort attendance and coordinate with faculty to share information for any missed sessions
- Provide recommendations to Senior Director and Grant Manager for incorporation of primary learnings from CFTA into Faculty Mentorship, Faculty professional development activities, and Academic and Faculty Support Leads


Jeff DeFranco (Jun 28, 2024 13:34 PDT)

District Representative – Jeff DeFranco

Jun 28, 2024

DATE


Mike Spina (Jun 27, 2024 17:42 PDT)

Faculty Association Representative – Michael Spina

Jun 27, 2024

DATE