

## Liaison Semester Checklist & Deadlines

### DUE SEPTEMBER 15

- ☐ **Review CE instructor Canvas through MyCE**  
*FALL SEMESTER/YEARLONG - CE Instructors are required to submit a link to their Canvas course through MyCE so you can review those and ensure that the CE instructor's course content and assessments match those at the college.*  
**EST. TIME TO COMPLETE:** 10 minutes per Canvas review

### DUE THE FIRST SEMESTER A NEW INSTRUCTOR TEACHES CE

- ☐ **Perform a site visit**  
*At a minimum you are required to visit your new CE instructor's classroom the first semester to make sure there are no issues with their content delivery. The Concurrent Enrollment Quality Control Data Dashboard will show you which instructors have been visited, when that occurred, and who has not been visited yet.*  
**EST. TIME TO COMPLETE:** 2.5 hours per instructor

### DUE FEBRUARY 15

- ☐ **Review CE instructor Canvas through MyCE**  
*SPRING SEMESTER - CE Instructors are required to submit a link to their Canvas course through MyCE so you can review those and ensure that the CE instructor's course content and assessments match those at the college.*  
**EST. TIME TO COMPLETE:** 10 minutes per Canvas review

### DUE APRIL 15

- ☐ **Review the SLCC syllabus on file in MyCE**  
*In MyCE we keep a copy of the most up-to-date syllabus in case high schools need a copy for a prospective instructor or students need a copy for credit transfer. We need you to make sure that is up-to-date and replace any outdated syllabi with the new ones.*  
**EST. TIME TO COMPLETE:** 15 minutes

### DUE APRIL 30

- ☐ **Schedule new instructor training dates**  
*If you have any new CE instructors, before the semester ends be sure to schedule a date to train them on the SLCC course content and expectations.*  
**EST. TIME TO COMPLETE:** 30 minutes

## RESOURCES

### MyCE Liaison Video Tutorials

<https://www.slcc.edu/concurrentenrollment/faculty-liaisons/myce-liaisons.html>

### Canvas Review

<https://slcc.edu/concurrentenrollment/faculty-liaisons/canvas-review.html>

### Classroom Visits

<https://www.slcc.edu/concurrentenrollment/faculty-liaisons/site-visits.html>

### Work Reports

<https://slcc.edu/concurrentenrollment/faculty-liaisons/work-reports.html>

### Concurrent Enrollment Data Dashboard

<https://www.slcc.edu/concurrentenrollment/faculty-liaisons/liaison-work-tracker.html>

### Required Training

<https://slcc.edu/concurrentenrollment/faculty-liaisons/mandatory-training.html>

### DUE JUNE 30

- ☐ **Train new CE instructors on college content**  
*New CE instructors must teach the same curriculum as is taught in an on-campus course. They should have received training on what they need to teach by June 30 so they have some time to prep for the upcoming school year.*  
**EST. TIME TO COMPLETE:** 1 hour

### DUE AFTER PERFORMING EACH TASK

- ☐ **Submit work reports**  
*This is how we track what has been completed and also how you get paid.*  
**EST. TIME TO COMPLETE:** 10 minutes

## Concurrent Enrollment Faculty Liaison MOU

This Concurrent Enrollment (“CE”) Faculty Liaison Agreement (the “Agreement”) is entered into as of the last signature date below, by and between Salt Lake Community College, a body politic and corporate of the State of Utah (“SLCC”), and the faculty member (“Signor”). I, the Signor, understand, accept, and agree to the following SLCC Concurrent Enrollment Faculty Liaison responsibilities:

1. I agree to **respond within three business days to emails and phone calls** directed to me from CE Instructors and the SLCC Concurrent Enrollment Department staff.
2. I agree to train **new CE Instructors** on the SLCC curriculum and course specific department expectations for the disciplines I oversee and help them access required materials. I understand that in rare circumstances, this may require me to train late hires on the SLCC curriculum during the summer.
3. I agree to **review the CE Instructors’ Canvas course(s)** to ensure that what the instructor is teaching aligns with SLCC academic department standards for the courses I oversee.
4. I agree to visit **new CE Instructors’ classes** at least once during the first semester they teach. Afterward, I understand and agree I may visit as often as I deem necessary to maintain the course's integrity, within the frequency limits for adjuncts at SLCC campuses. Should I notice any issues requiring attention, I'll increase my visits until they're resolved.
5. I agree to **coordinate any mandatory training** required by the academic department and that I will notify CE instructors at least thirty (30) days in advance. I agree to provide a make-up option for those who have scheduling conflicts. For example, I understand if my department does a major overhaul to the curriculum, that all instructors, including CE instructors, teaching that course are required to attend training.
6. I agree to **report the work I do** through a MyCE Work Report within three (3) business days of performing that work.
7. I agree to **notify both my Associate Dean and the CE Director of any problems** I observe with CE instructors I oversee, and the content they are teaching as part of SLCC's CE non-compliance process.
8. I understand that **the SLCC Concurrent Enrollment Department will report the work I have done through their public quality control data dashboard** that both my Associate Dean and Dean can access. This data will be used track and evaluate completed work and identify remaining tasks to ensure that the CE instructors are delivering quality SLCC courses in the high schools.
9. I agree to complete course alignment forms as requested by the SLCC Concurrent Enrollment Office for the Utah System of Higher Education and the Utah State Board of Education.

If you are unable to fulfill the responsibilities above, please communicate that to your associate dean and the Concurrent Enrollment Director so they can find another faculty member who can fulfill those responsibilities.

I understand that by signing this Agreement, I am freely and voluntarily agreeing to fulfill the responsibilities of a Concurrent Enrollment Faculty Liaison. I have read, understand, acknowledge, and agree to the terms set forth above.

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Faculty Liaison Name t

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Faculty Liaison Signature

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Date