



Memorandum of Understanding
Regarding Responsibilities for CCB FEST Classroom Partnerships
Community College Biology Instructors (CCBI)
Fall 2016

With funds from the National Science Foundation, De Anza Community College and San Francisco State University began the CCB FEST: *Community College Biology Faculty Enhancement through Scientific Teaching* effort in Spring 2010. This multi-pronged faculty enhancement program for current and aspiring community college biology instructors (CCBI) aims to expand faculty pedagogical expertise, provide faculty support in iteratively changing their teaching, and develop professional learning communities among current and aspiring CCBI in the San Francisco Bay Area. One prong of the CCB FEST effort includes the Classroom Partnership Program. In this program, a graduate student works collaboratively in partnership with a current CCBI throughout the Fall semester. Together, these partnership teams develop innovative biology lessons for community college students, collaboratively teach these lessons, and assess the impact of their efforts. Responsibilities for CCBI involved in the Classroom Partnership Program are as follows:

- 1) CCBI are responsible for **collaboratively teaching every other week** with their graduate student partner during the Fall semester (7-8 lessons over the course of the Fall semester).
- 2) CCBI are responsible for in-person planning with their graduate student partner for every lesson they collaboratively teach (7-8 planning meetings over the course of the Fall semester).
- 3) CCBI, as part of the *Talk Matters* project, will arrange **audio-recording of all class sessions** of the collaboratively taught course in Fall 2016. They will use the recorder provided by SEPAL and turn in these audio recorders to SEPAL. These recordings will be analyzed by SEPAL staff, and analysis results will be returned to the CCBI after the completion of the partnership.
- 4) CCBI, as part of the *Changing Minds* project, will **support collection and analysis of classroom evidence** to monitor student learning. The partnership will conduct least four pre-/post-assessments and complete Changing Minds Evidence Collection Summaries on them to facilitate sharing with colleagues.
- 5) CCBI are expected to attend **2 CCB FEST Luncheon Workshops** held on Saturday, October 8th and Saturday, December 3rd, 2016 from 11:00am–2:00pm. A primary goal of these workshops is to develop a professional learning community of biology educators.
- 6) CCBI are expected to present a poster on their SEPAL experiences at the final Fall Luncheon Workshop on December 3rd, 2016. These posters will be created and presented collaboratively with their graduate student partner.
- 7) CCBI **will receive a stipend of \$500** for the Fall semester. The stipend will be paid at the end of the Fall semester. All payments must be authorized by the Project Director upon the successful completion of responsibilities and the submission of all requested documents.

- 8) All CCB FEST participants shall contribute to project evaluation involving interviews, surveys, observations, and written feedback. Both SEPAL program staff and external evaluation team members may visit and make formal observations of classroom lessons and partnership planning meetings.

I have read and accept the above responsibilities and commitments for the Fall 2016 CCB FEST Classroom Partnership Program.

Kimberly D. Tanner

Date

Director, SEPAL: The Science Education Partnership and Assessment Laboratory

CCBI Signature

Date

Print Name Clearly

We would like the administrative leaders at your college to be aware of the hard work you are engaged in through participation in the NSF-funded CCB FEST Classroom Partnership Program. You were selected to participate out of a large pool of applicants due to your commitments to reflecting on your teaching and better serving your students. We ask that you share this MOU with either the dean or department chair at the college where you will conduct your Classroom Partnership work and provide that person's signature below.

Chabot College (Chabot-Las Positas Community College District)

Name of college where classroom partnership work will take place

Signature Date

Lorenzo Legaspi, Vice Chancellor, Business Services

Print Name Clearly