



College Credit in High School (CCIHS) Faculty Liaisons

Responsibilities, Timeline and Best Practices

General Responsibilities:

- Collaborate with CCIHS instructor to align the CCIHS course section with UWGB standards in regards to course content, philosophy, assessment, instructional methods, grading, etc.
- Conduct high school site visit to observe or collaborate on instruction.
- Review syllabus, student assessments, and grading procedures.
- Facilitate **or** approve a professional development activity
- Engage with teacher and students to create connection with UW-Green Bay.

Timeline of responsibilities – first year CCIHS instructors:

- Once a new CCIHS instructor has been given department approval, the CCIHS Director will meet with the instructor to orient them on program/university policies including your role as a liaison.
- The CCIHS Director will then connect you as the liaison with the CCIHS instructor via email.
- Set a meeting in a mutually agreeable manner with your instructor to orient them on discipline specific content, policies, and procedures. Use the New Instructor Discipline Orientation form to guide your discussions. This conversation should be completed before the instructor's course begins.

Timeline of responsibilities – all CCIHS instructors:

- Near the beginning of the academic year (by late September), the CCIHS program specialist will connect you with your CCIHS instructor via email.
- You will receive an email with an attached overload form that indicates your responsibilities and includes the instructors you are working with and the schedule for their class.
- Schedule high school classroom observation and complete the observation form. Return this form within one week of your observation to ccihs@uwgb.edu or CL109.
- In a manner that is mutually agreeable with both you and the CCIHS instructor, complete the Professional Development Meeting/Activity form before the end of the current high school academic year. Return this form within one week of completion to ccihs@uwgb.edu or CL109.

UNIVERSITY of WISCONSIN GREEN BAY

- If your CCIHS instructor is already attending/participating in some sort of professional development on their own, you can sign off on this as the required professional development if you feel the activity is relevant to the academic discipline.
- Examples of possible professional development activities could include collaborative instruction with a follow-up discussion, reading and discussing a journal article, a meeting between the two of you to discuss a topic of mutual interest or one selected by the teacher, etc.
- Acceptable professional development that you might sign off on could possibly include the UWGB Faculty Development Conference, a graduate class, the annual WAFLT Conference, a discipline specific in-service, etc.
- Technology (Skype, FaceTime, online discussion, etc.) can be utilized to facilitate professional development if necessary.
- Once all required forms have been completed, signed, and returned to the CCIHS office, your overload will be submitted to HR for payment.

Engagement with Teacher and Students

The CCIHS program provides an opportunity for UW-Green Bay faculty to engage with high school teachers and students. Faculty liaisons are urged to leverage the work they are doing with the CCIHS program to provide a deeper connection to UW-Green Bay for teachers and students. Examples of this connection may include:

- Invite the class to campus to observe a class or do a lab or activity (the CCIHS office can help with planning).
- Do a guest lecture for the class on a topic that interests them (you could do this using technology).
- When doing your observation, talk with students about their college plans. Highlight some of the great things UW-Green Bay has to offer.
- Invite teachers for professional development opportunities.

Mileage

CCIHS will pay faculty liaisons mileage for up to two observations/visits (only one is required) per year CCIHS instructor per academic Faculty liaisons are responsible for submitting a completed TER after any visits. In accordance to the UW-System travel policy, expense reports must be submitted within 90 days of the trip end date to avoid non-reimbursement of the expenses. TER reimbursement is limited to mileage and meals only. UW-Green Bay is the TER headquarters location.