

Liaison Semester Checklist & Deadlines

DUE SEPTEMBER 15

- Review CE instructor syllabi in MyCE
CE Instructors must upload their syllabus to MyCE so SLCC faculty can review those and ensure that the CE instructor's course content and assessments match those at the college.
EST. TIME TO COMPLETE: 5 minutes per syllabus

DUE EVERY THREE YEARS (MINIMUM)

- Perform a content evaluation site visit
While the minimum requirement is to visit your instructor's classroom and evaluate their content delivery once every three years, you may visit every year if you would like. To see when the last visit occurred, check your MyCE Work Reports section for each academic year.
EST. TIME TO COMPLETE: 2.5 hours per instructor

DUE FEBRUARY 15

- Review CE instructor syllabi in MyCE
CE Instructors must upload their syllabus to MyCE so SLCC faculty can review those and ensure that the CE instructor's course content and assessments match those at the college.
EST. TIME TO COMPLETE: 5 minutes per syllabus

DUE APRIL 15

- Check your profile contact info in MyCE
If CE instructors need to get in touch with you, what is the best email and phone number with which to reach you?
EST. TIME TO COMPLETE: 2 minutes
- Review the SLCC syllabus on file in MyCE
Ensure that SLCC syllabus and CCO for the courses you oversee are up-to-date in MyCE. This allows CE instructors to download the most recent copy of the SLCC syllabus.
EST. TIME TO COMPLETE: 15 minutes

DUE APRIL 30

- Schedule new instructor training dates
If you have any new CE instructors, you should have been notified by now. 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

<http://www.slcc.edu/concurrentenrollment/academic-departments/myce-liaisons.html>

Syllabus Review

<http://www.slcc.edu/concurrentenrollment/academic-departments/syllabus.html>

Classroom Visits

<http://www.slcc.edu/concurrentenrollment/academic-departments/site-visits.html>

Professional Development Information

<http://www.slcc.edu/concurrentenrollment/academic-departments/professional-development.html>

Work Reports

<http://www.slcc.edu/concurrentenrollment/academic-departments/work-reports.html>

DUE JUNE 30

- Deliver at least 1 hour of discipline-specific professional development for your instructors
CE instructors are required to complete a minimum of one hour of discipline-specific professional development, which is provided by the academic department, each year. This can be done at any time during the academic year.
EST. TIME TO COMPLETE: 2 hours prep, 1 hours delivery
- Train new CE instructors on college content
New CE instructors must teach the same curriculum as is taught in an on-campus course.
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