

MEMORANDUM OF AGREEMENT

FRST THINGS FIRST SUMMER INSTITUTE

PURPOSE: The primary purpose of the FRST Things First (FTF) Institute is to provide background information and structured support for this major curriculum change that affects all faculty at Stockton, and special support for non-FRST faculty members who commit to offer courses in the First-Year Studies Program. The parties agree that this MOA is not meant to be precedent setting in terms of any future faculty institutes or workshops. As described below, there are three levels of participants in the FTF Institutes: FRST Mentors (Mentors), General Participants, and Committed Participants (CPs).

OVERVIEW: Beginning in Summer 2013, and continuing for the length of this MOA, there will be an FTF Institute each year. The Institute will open with a half-day "Kick-Off event" to be designed and facilitated by the FRST Mentors. CPs will be required to attend, and the program will be open to all faculty, including adjuncts and Professional Teaching Staff, as General Participants. The purpose of the Kick-Off Event is to provide an overview of the components of Stockton's FRST Program and to disseminate information and research on programs and practices regarding first-year students.

Mentors and CPs will continue the work of the Institute after the Kick-Off Event. They will participate in two days of summer workshops, with additional readings and activities designed to support the development of F (first year friendly courses). These are understood to be courses of particular value to first-year students, and include both new courses and existing courses that are adapted to meet eligibility for F designation. After the Institute workshop days, participants will work independently on individual projects, consult with mentors and meet with their mentor in small groups to share the results of their work.

MENTORS:

SELECTION: Faculty members and Professional Teaching Staff with documented expertise in teaching First Year students are eligible to serve as Mentors. Three mentors, at least one of whom shall be a member of the FRST faculty, shall be chosen by a Selection Committee consisting of the Director of the IFD and two other members of the Freshman Year Experience Advisory Council. No member of this Selection Committee may apply to be a Mentor.

RESPONSIBILITIES:

- Design and Deliver FRST KICK-OFF Program (open to General Participants) to include an overview of components of Stockton's FRST program and an introduction to some of the research literature on the academic needs of first year students and the programs and practices developed to serve them.
- Design and Deliver a two-day FRST INSTITUTE FOR CPs, including format for workshop; selection of required background reading on first-year students and programs

that serve them; background on demographics of Stockton students as related to FRST literature; exercises for creating a community of FRST teachers.

- Work as consultants to individual faculty CPs to design or adapt their courses to meet F-attribute requirements. This will include helping to identify appropriate student learning outcomes, literature, exercises, pedagogies, reading content for F-attribute courses, and providing specific feedback on course syllabi and course proposals in time for CPs to revise for timely submission of the proposal.
- Convene at least two group meetings to discuss progress on course creation/adaption during the semester immediately following the institute, and at least one group meeting during the semester in which the new F-attribute courses are taught.
- Work with the Director of Academic Assessment (DAA) and the Coordinator of FRST to identify and assess desired outcomes for FRST students, e.g. student learning, engagement and retention. It is understood that comprehensive assessment will not be completed during the first year of this Agreement.
- Notify the Dean of GENS in writing when CPs have submitted proposals.

COMPENSATION AND TERM: Mentors will be compensated the equivalent of 2 TCH each, half of which will be paid upon completion of the summer institute, the remainder during the following Spring term. In the event that one of the mentors chosen is a twelve-month Professional Teaching Staff member, s/he will seek approval of her or his Dean to participate in the activities of the Institute. Mentors shall serve for one one-year term, but may re-apply for a second term.

COMMITTED PARTICIPANTS:

SELECTION: All Stockton faculty members who are committed to participating in the First-year Studies program by offering a course especially designed to serve the needs of first-year students during the upcoming academic year are eligible to apply. For the first year, a cohort of up to fifteen participants will be selected on the basis of a simple application that describes the course the applicant wishes to create/adapt for first year students, and a commitment to complete a proposal for a F-designated course to be presented for approval prior to pre-registration for the semester during which the course will be offered. The applicant should indicate whether or not s/he will be offering the course in Fall or Spring of the upcoming year. If more than fifteen faculty apply CPs shall be selected based on the following criteria: (a) the proposed course is viewed as one that is appropriate for FRST year students; (b) the cohort consists of faculty broadly distributed across the academic Schools.

RESPONSIBILITIES:

- Background reading on first-year students in general, and demographics of Stockton students.
- Attendance at Kick-Off event and two-day Summer Institute workshop.
- Additional subject-related reading.
- Independent work to prepare course proposal, and later course syllabus .
- Participate in outcomes assessment plans as determined by the DAA and Mentors.
- Propose F-attribute course in timely fashion.
- Attend at least three group meetings called by Mentors.
- Offer F-attribute course in the year following the Institute.
- Keep Program Coordinator and School apprised of proposed and approved courses for scheduling purposes.

COMPENSATION: Each CP shall receive compensation equivalent to 1 TCH. Half of the compensation shall be paid upon completion of the summer institute, the remainder upon submission of the course proposal.

ADDITIONAL EXPENSES: The College agrees to provide a budget for supplies and to pay for lunch for the first half-day Kick-Off Event to be held in Spring 2013, and breakfast and lunch for the two-day workshops.

EXPECTED OUTCOMES:

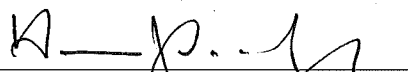
- All participants will become more knowledgeable of the purpose, objectives, and curricular details of the FRST Program and be able to share that with colleagues who did not participate.
- All participants will be better able to advise first-year students.
- CPs will be better equipped to teach first year students and measure their student learning outcomes.
- The College will increase the number and quality of effective courses for first-year students.

TERM OF AGREEMENT: This Agreement shall remain in full force and effect from this date until August 30th, 2014. The Agreement shall automatically be renewed from year to year thereafter, unless either party shall give to the other party written notice of its desire to terminate, modify or amend this Agreement. Said notice shall be given the other party in writing no later than 30 days prior to August 31, 2014, or 30 days prior to August 31 of any succeeding year for which this Agreement is automatically renewed.


IN WITNESS THEREOF, the College and the Stockton Federation of Teachers have caused this Memorandum of Agreement to be executed this 1st day of March, 2013.

For Richard Stockton College

For the Stockton Federation of Teachers



Herman J. Saatkamp, Jr.
President



Anne F. Pomeroy, President