**Faculty Learning CIRCLE Consultant Scope of Work**

**Collaborative for Hispanics in Higher Education & Student Success (CHESS)** is an HSI Title V cooperative grant with Moorpark College to help students find success and achieve their degree by engaging in the classroom, feeling academically capable, and connecting to peers and the campus community. CHESS counters practices known to disadvantage Latinx and other historically marginalized students and creates sustainable cultural capacity and change.

Project Goals

1. Increase the number of Hispanic students who succeed in introductory/gateway courses by redesigning courses to be more culturally responsive to historically marginalized students.
2. Improve retention rates of Hispanic males from the first to second year.
3. Increase transfer success of Hispanic students by improving retention rates at Moorpark College and making Cal Lutheran a more receptive environment for them.
4. Increase the capacity to effectively serve more students.
5. Strengthen articulation between Moorpark College and Cal Lutheran through redesigned courses and establishing true articulation across multiple disciplines.

**Culturally-Inclusive & Responsive Curricula for Learning Equity (CIRCLE) Collaborative** is a year-long faculty learning community (FLC) that brings together faculty from Cal Lutheran and Moorpark College to participate in professional development workshops focused on culturally sustaining pedagogy and practice. FLC brings faculty together to establish an ongoing dialogue about student learning outcomes, redesigning of course content, and culturally relevant pedagogical techniques.

Upon completion of the year-long program, this train the trainer model develops two faculty positions from each campus that will go on to lead smaller, additional faculty “circles” to create FLCs that inform course redesign focused on 100- and 200-introdutory level courses, particularly in Math and English.

**Project Goals:**

1. Increase the number of Hispanic students who succeed in introductory/gateway courses.
2. Strengthen articulation between Moorpark College and California Lutheran University.

**Objectives:**

1. Provide cultural competency training to 40 faculty members.
2. Redesign 40 courses to be culturally responsive to historically marginalized students.

**Strategy:**

The Consultant will work with forty (40) faculty to expand their capacity to engage and support culturally and linguistically diverse students through curriculum redesign (including syllabus, content, and course policies) to reflect culturally responsive practices. The Consultant will provide faculty with tangible practices that will advance the implementation of inclusive learning environments for all students. The Consultant will draw on, and utilize, historical and current knowledge and literature.

**Deliverables:**

1. Collaborate with the Project Director to advise, develop, and facilitate a virtual 3-day workshop series (June 2-4, 2021) that provides culturally competent and relevant content for faculty participants to address the needs of marginalized students. Workshop content should include independent and group activities, readings and/or videos, and other pertinent materials.
   1. Provide pre-workshop materials to be reviewed by faculty in preparation for the start of the program.
   2. Facilitate conversations that invoke sharing of best practices amongst faculty participants.
   3. Facilitate the development of high impact practices that can be used by faculty in their course redesign and institutionalized across both campuses.
   4. Ensure at the end of the workshop series that faculty leave with a working draft of their syllabi redesign and a better understanding of high impact practices, how to develop and sustain cultural capital in the classroom, and a better sense of creating culturally competent and responsive pedagogical practices.
2. Facilitate a remote two-hour check-in session (October 22, 2021) that builds upon the June 2021 workshop series. Introduce the redesign of one assignment or lesson.
3. Facilitate a 1-day session (January 7, 2022) that builds upon work from June 2021 workshop series. Participants present in small groups their work in progress (syllabus, assignment, assessment, and/or lesson)
4. Provide ongoing collaborative consultation to faculty and the Project Director via phone, email, or video conferencing throughout the yearlong (June 2021-June 2022) curriculum (re)development process and pilot implementation. Respond to questions or requests from Project Director in a timely manner.
5. Should issues or concerns arise during the program, communication with the Project Director will occur in a timely manner.

**Timeline:**

**June 2021 Workshops**

1. Week of May 3, 2021
   1. Meet with Project Director to discuss and draft agenda for virtual June 2021 workshops.
2. Week of May 10, 2021
   1. Provide Project Director with a final draft of agenda for June 2021 workshops.
3. May 24, 2021
   1. Provide Project Director with Consultant biography, reading list, handouts, video links, or any other workshop materials to be disseminated to faculty prior to the start of the workshop series.
4. June 2-4, 2021
   1. Deliver workshop to forty (40) Cal Lutheran and Moorpark College faculty.
5. Week of June 7, 2021
   1. Post-workshop meeting with Project Director to recap and discuss workshop series.
6. Week of July 5, 2021
   1. Provide Project Director with meeting proceeding.

**October 22, 2021 Workshop**

1. Week of September 20, 2021
   1. Meet with Project Director to discuss and draft agenda for October 22, 2021 workshop.
2. Week of October 11, 2021
   1. Provide Project Director with a final draft of agenda for October 22 workshop.
3. October 22, 2021
   1. Deliver 2-hour check-in workshop to twenty (20) Cal Lutheran and Moorpark College faculty.

**January 2022 Workshop**

1. Week of November 15, 2021
   1. Meet with Project Director to discuss and draft agenda for January 7, 2022 workshop.
2. Week of November 29, 2021
   1. Provide Project Director with a final draft of agenda for January 7, 2022 workshop.
3. December 13, 2021
   1. Provide Project Director with reading list, handouts, video links, or any other workshop materials to be disseminated to faculty prior to the start of the workshop series.
4. January 7, 2022
   1. Deliver 1-day workshop to twenty (20) Cal Lutheran and Moorpark College faculty.
5. Week of January 10, 2022
   1. Post-workshop meeting with Project Director to recap and discuss workshop series.
6. Week of February 14, 2022
   1. Provide Project Director with January meeting proceedings.

YOUR SIGNATURE BELOW INDICATES THAT YOU HAVE READ THIS SCOPE OF WORK AGREEMENT AND AGREE TO ITS TERMS.

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Print Name Date

Signature