MEMORANDUM OF UNDERSTANDING
College in the High School (CiHS) Faculty Compensation

Effective January 5th, 2026, Olympic College (Employer) and the Association for Higher Education (Faculty Union) have agreed to the following regarding the 2025-2027 CiHS pilot program.

The College in the High School (CiHS) program is a partnership program between K-12 school districts and Olympic College (OC). The program allows high school students the opportunity to earn OC college credit while simultaneously earning their high school credit for approved advanced high school courses. The courses are taught in the high school by qualified high school teachers who work closely with OC faculty liaisons to ensure that the work students perform in the high school course is equivalent to the Olympic College course and meets course outcomes. College faculty are essential to the course approval process, program quality, and adherence to and maintaining NACEP (National Alliance of Concurrent Enrollment Partnerships) Accreditation Standards.

In academic years 2025-2027, the OC CiHS program is continuing a pilot in preparation to pursue NACEP accreditation in 2028 as required by Washington State. OC Faculty Reviewers and OC Faculty Liaisons in the program pilot operation will assist in the development & refinement of forms, procedures, and expectations necessary to meet NACEP accreditation standards (as further outlined in Appendix A).

Section 1. Olympic College (OC) Faculty Reviewer

1.1. OC Faculty Reviewers will be compensated at $200 per completed CiHS course review. The K-12 high school and high school teachers identify a potential CiHS course and provide the documentation for course review.

1.1.1. OC Faculty Reviewers must be tenured faculty in the discipline associated with the high school course being reviewed. Should no tenured faculty be available, the Employer may discuss with the Association an alternate faculty member. An alternate will only be used by agreement with the Association.

1.2. A Faculty Reviewer will have the following responsibilities:

- Review submitted high school teacher credentials to ensure they meet OC minimum hiring qualifications for the course discipline.
- Review submitted course description and course outcomes to ensure alignment with OC course equivalency.
- Review submitted syllabus and assessment sample.

1.3. A review should be completed within two weeks of receipt of the CiHS course request unless an alternative timeline is agreed to with the Employer. The Faculty Reviewer shall submit a completed CiHS Course Review Form to their Academic Dean with a recommendation of approval or denial of the reviewed CiHS course. The Faculty Reviewer may ask for any clarifying information needed during the review.

Section 2: Faculty Liaison

2.1. Upon approval of a CiHS course and in agreement with the faculty member, Olympic College Faculty Liaisons will be compensated $2000 per CiHS course for implementation and start-up in the first year of a CiHS course.

2.1.1. OC Faculty Liaisons must be tenured faculty in the discipline associated with the high school course being reviewed. Should no tenured faculty be available, the Employer may discuss with the Association an alternate faculty member. An alternate will only be used by agreement with the Association.

2.2. As OC Faculty Liaison, the faculty member shall fulfill the following duties by the start of the 26.27 academic year or in a timeline mutually agreed to by both parties:

- Assists the high school teacher, if needed, to further develop/refine syllabus, student learning objectives (SLOs), assessments, and text list.
- Submit paired syllabi from the OC course and CiHS course—one paired example from one course per discipline, with learning outcomes highlighted.
- Provide one paired student graded assessment from the OC course and CiHS course (e.g. final exam, lab exercise, essay assignment and grading rubric).
- Provide high school teachers with course-specific training in course philosophy, curriculum, pedagogy, and assessment.
- Submit a Curriculum and Assessment Statement of Equivalency form.
- Perform any additional duties as agreed to by the Employer and Faculty Liaison.

2.3. In addition, the OC Faculty Liaison will have the following responsibilities in the first year a CiHS course is run:

- Perform an observation of the CiHS course the first semester taught.
- Submit a formal site visit/classroom observation form to include a review of course content and observation of the high school instructor's content delivery, student engagement, and rapport with students.
- Provide a minimum of two (2) hours of discipline-specific professional development delivered to the high school instructor within the academic year. The Faculty Liaison shall complete a CiHS Professional Development Form and submit the accompanying agenda and attendance/participation report.
    - Should additional professional development be required and agreed to by the Employer and Faculty Liaison, the Faculty Liaison shall be paid at the hourly rate.
- Participate in CiHS program review/accreditation committees as needed.
- Review student course completion survey results and provide feedback to the CiHS high school teacher as well as academic dean.

Section 3: Compensation

3.1. Faculty compensation is a stipend separate from instructional contract in ctcLink. CiHS faculty stipend contracts are created by CiHS program staff and sent to OC Faculty Reviewers and OC Faculty Liaisons via PDF. The stipend contract will outline all duties as prescribed herein as well as any duties not considered in this MOU. Once signed, the faculty member will provide the stipend contract to their academic dean. CiHS program staff will send a PDF stipend contract to HR to be processed for payment.

3.2. All stipend payments considered in this MOU for the academic year 26.27 shall be made by June 30th, 2027.

Section 4: Completion

4.1. Should a Faculty Reviewer or Faculty Liaison fail to perform duties in the timeline stipulated in this MOU and through written agreement between both parties, the faculty member may be required to repay the stipend or prorated stipend amount back to the Employer.

4.2. The parties agree to review the terms and conditions of this MOU in June 2027 for further continuation of the CiHS program. No terms of this agreement should be construed to continue beyond June 30th, 2027 without mutual agreement by both parties.

Agreed to this _____ day of January, 2026.

Victoria Newsom (03/11/2026 21:16:24 PDT) 03/11/2026

OCAHE **Date**
Victoria Newsom
President, Olympic College Association of Higher Education

Martin Cockroft (03/24/2026 10:17:23 PDT) 03/24/2026

OLYMPIC COLLEGE / EMPLOYER **Date**
Martin Cockroft
Vice President for Instruction, Olympic College

FINAL MOU with College Faculty - CiHS 25-27

Final Audit Report 2026-03-24

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