



ASU-Beebe College Faculty Liaison Procedures

Liaison site visits are conducted at least once during the academic year.

1. Before the site visit, the liaison:

- A. Complete the syllabus review form at the beginning of the semester. The Office of Concurrent Enrollment collects the syllabus from the concurrent instructor and emails the faculty liaisons a copy for review and approval. Once the faculty liaison completes the syllabus review a copy is sent to the concurrent instructor, academic department contact/dean, and Office of Concurrent Enrollment.)
- B. If the college's faculty liaison finds areas of concern in the concurrent syllabus, the liaison initiates and oversees the required revision process to ensure problems are addressed and compliance with the college's standards and expectation for student learning.
- C. Contact the concurrent instructor to arrange and schedule a site visit for a class period that is representative of the instructor's teaching and student learning activities in the course. (The faculty liaison then sends the Office of Concurrent Enrollment the site visit date for documentation and tracking.)

2. During the site visit, the liaison:

- A. Observes the concurrent instructor and students throughout the entire class period.
- B. Completes the site visit report during visit.
- C. Meets with the instructor after the class to discuss the observation, general course issues, and liaison's site visit report. (Upon concluding the meeting, the concurrent instructor signs the site visit report.)
- D. Reviews examples of graded student work. (The liaison collects copies of graded student work and files them in the Office of Concurrent Enrollment.)
- E. Examines and discusses assessment and grading procedures and criteria with the concurrent instructor. (The goal is to make certain that grading is comparable to classes at the college.)

3. After the site visit, the liaison:

- A. Enters any additional notes and comments about their observation into the Site Visit Report.
- B. Files a copy of the completed Site Visit Report.
- C. Sends the completed Site Visit Report form within one week of the visit to:

1. Concurrent Instructor
 2. Appropriate Division Dean
 3. Office of Concurrent Enrollment
- D. If areas of concern need to be addresses, the liaison initiates and oversees requirements for an improvement plan with the instructor and notifies the division dean and the Office of Concurrent Enrollment. Once the concurrent instructor has made the corrections approved by the liaison, any new materials will be forwarded to:
1. Appropriate Division Dean
 2. Office of Concurrent Enrollment

All documentation from these processes and interactions is filed in the Office of Concurrent Enrollment.