



ISA Instructor Orientation

College of the Canyons

Agenda for the Orientation

- What is an ISA?
- What it means to be an ISA instructor
 - Responsibilities of the instructor
 - Responsibilities of the college
- Roster, attendance, grades, etc.
- Student Learning Outcomes (SLOs)
- Contacts and organizational charts

What is an ISA?

- ISA stands for “Instructional Service Agreement”
- College of the Canyons has a number of instructional service agreement contracts with various public agencies, such as LA Co. Fire, LA Co. Sheriff and LAPD
- ISAs allow public agency employees to receive college credit for work-related training

What is an ISA?

All courses taught as part of an ISA agreement must

1. Be approved by College of the Canyons' curriculum committee
2. Meet a required length of time in order to receive college credit
3. Be published at least 30 days prior to offering the course as part of the college's schedule of classes
4. Be taught by a board-approved* ISA instructor

*College of the Canyons Board of Trustees

ISA Instructor Responsibilities

- Ensure that **training time is expended in full compliance** with the course objectives determined by the college
- Ensure the proper delivery of instruction in accordance with college's course outlines and approved curriculum
- Supervise instruction for each course section, which includes maintaining **continued physical presence and contact with students** during all instructional activity and/or maintaining continued **synchronous online contact** with students during online instructional activities

ISA Instructor Responsibilities

- Maintain **accurate and current records** documenting the physical presence of the ISA instructor during all class meetings and sessions
- Ensure the effective use of instructional methods, technology, testing and remediation
- Ensure the accurate calculation of **final student grades**

ISA Instructor Responsibilities

- **Sign and submit rosters/grade sheets**
 - Students will sign the rosters and original signatures shall be provided to the college.
 - The instructor's signature on the roster certifies compliance with the ISA requirements for awarding college credit.

What does all that mean?

- All ISA courses taught have a course outline of record on file with the district. Any ISA instructor may access his/her course outline by going to canyons.elumenapp.com/public and use the course search. If you cannot find your course, please contact Connie Palazzolo (connie.palazzolo@canyons.edu).
- ISA instructors must take attendance and maintain accurate records.

What does all that mean?

- An ISA instructor must maintain physical presence during the course or maintain “synchronous” online contact.
- **All instructors must sign and submit accurate attendance records and grade rosters within 10 days of course completion. (Agency responsibility)**
- Rosters should include a coversheet from the agency verifying that students enrolled in the course are legally mandated to complete that course for their employment eligibility.

College Responsibilities

- Follow legal hiring procedures for all ISA instructors
- Advertise ISA courses and enroll students in the course as delineated in Title V
- Provide ISA instructors with the following:
 - Instructor orientation
 - Instructor manual
 - Course outlines and curriculum materials
 - College resources available to other hourly instructors on campus

College Responsibilities

- Ensure that instructors receive and adhere to the following Board Policies (BP) and Administrative Procedures (AP):
 - Nondiscrimination (BP/AP 3410)
 - Prohibition of Harassment (BP/AP 3430) & Discrimination and Harassment Investigations (AP 3435)
 - Drug Free Environments and Drug Prevention Program (BP/AP 3550)
 - Computer and Network Use (BP/AP 3720)



Rosters, Attendance, and Grades

College credit cannot be awarded unless the college receives accurate rosters signed by a board-approved ISA instructor.

Student Learning Outcomes

- As part of the college's accreditation process, all courses have "Student Learning Outcomes" (SLOs) as part of the course curriculum.
- Students must be assessed on whether or not they have met these outcomes.
- For ISA courses, these outcomes are often connected to successful completion of the course.
- ISA Instructors can either designate on their rosters or in their cover letters that students have met the outcomes for the course.

Student Learning Outcomes

Example: LA Co Fire's HazMat First Responder course outline has two student learning outcomes:
Students must be able to:

- ***Lecture:*** Assess and analyze multiple hazardous material situations and select strategy, tactics, and tasks necessary to respond to the incident.
- ***Lab:*** Demonstrate core skills and competencies required of the First Responder Operational including site mitigation, and safety performance.

Instructors must verify that students have successfully completed these student learning outcomes as part of the course.

Who does what at COC?

- **Hiring:** Coordinated through the office of Instruction (Human Resources)
- **Main Agency Liaison:** Paul Wickline
(Associate V.P. of Instruction)
- **Curriculum, Course Schedule, Roster Submissions, Instructor Applications:** Connie Palazzolo (ISA Coordinator)
- **Student Applications:** Steve Erwin
(Director of Admissions and Records)

Congratulations!

- You have completed your ISA instructor orientation.
- [FAQs](#)
- Please sign the [ISA Instructor Orientation Acknowledgement](#) and send to your agency's ISA liaison.

Thank you for your patience and consideration.