

**AMENDMENT #2**  
to  
**THE MEMORANDUM OF UNDERSTANDING (MOU)**  
between  
**New York State Education Department (NYSED)**  
and  
**City University of New York (CUNY)**  
**Regarding the Higher Education Faculty Development Project**

WHEREAS, in May 2014 NYSED and CUNY (Parties) executed a Memorandum of Understanding for the CUNY Higher Education Faculty Development Project in July, 2012 (as amended from time to time, the MOU), and subsequently executed Amendment #1 to the MOU to enact a budget modification which included the standard sub-categories: *Salaries, Fringe benefits, General Operating funds/Travel, Equipment and Purchased Services*, and resulted in zero net change in the total for each budget category; and

WHEREAS, the Parties desire to further modify the MOU for the CUNY Higher Education Faculty Development Project to include the following:

- 1.) a new work plan and Year 3 budget for Faculty Professional Development to Enhance Teacher and Leader Preparation (included in Attachment A) which proposes to: (a) enhance preparation around differentiated instruction to reduce achievement gaps, (b) enhance clinical skills related to data-driven instruction (DDI) and assessment practices, (c) embed Common Core State Standards in early college coursework, and (d) enhance skills around reflective practice; and
- 2.) a new work plan and budget for the Faculty Professional Development Initiative for educator diversity, communication and bringing work to scale (also included in Attachment A) to expand and build upon strategies for recruitment, support, advisement and employment for diverse and historically underrepresented populations in teacher and leader preparation programs, and conduct evaluation activities and host forums with the intent to share, generate, and enhance best clinical practices. Refer to Attachment A which provides a full description of the desired changes.

NOW, THEREFORE, IT IS AGREED that:

1. The MOU is hereby further amended by adding and incorporating Attachment A, which includes the CUNY Year 3 work plan and budget for faculty professional development to enhance teacher and leader preparation, and a CUNY work plan and budget for faculty professional development initiative for educator diversity and communication/bringing the work to scale. The total budget for the work contemplated in this Amendment # 2 shall be the sum of \$1,000,000 (the Amendment #2 Funding), and the total budget for the MOU shall be \$4,500,000. The Amendment #2 Funding shall be allocated by NYSED to CUNY immediately upon the execution of this Amendment #2 by the Parties hereto.

NYSED shall process all allocations of the Amendment #2 Funding to CUNY via inter-unit budget transfer in accordance with the Statewide Financial System and State Finance Law. CUNY shall make all payments of Amendment 2 Funding to the Research Foundation in accordance with section 1(a) of the MOU.

2. The Parties agree that CUNY will submit to SED a final report for the program contained in this MOU within 45 days after the close of the program to allow time for processing of final payments to coincide with the end of Race to the Top funding. The final report shall be submitted to SED no later than August 15, 2015.
3. The Term of the MOU is hereby extended until June 30, 2015 unless sooner terminated in writing as provided in the MOU, except that the obligation of CUNY to submit a final report by August 15, 2015 shall survive the expiration of this MOU.
4. In all other respects, the original MOU as executed in July 2012 and as amended by Amendment #1 in May 2014 remains in full force and effect.

The Parties have executed this MOU as the dates set forth below.

Donald E. Juron  
Chief Financial Officer  
New York State Education Department

Frederick P. Schaffer  
General Counsel & Senior Vice  
Chancellor For Legal Affairs  
City University of New York

By: Donald E. Juron  
Date: September 30, 2014

By: Frederick P. Schaffer  
Date: October 31, 2014

Approved As To Form  
Frederick P. Schaffer  
The City University of New York  
Office of the General Counsel  
Date: 10/31/2014

## Attachment A

### CUNY's Year 3 Work Plan for Additional MOU Funds for Faculty Professional Development to Enhance Teacher and Leader Preparation

- I. **Enhance Preparation around Differentiated Instruction to Reduce Achievement Gaps**
  - a. In order to enhance candidate skills in differentiated instruction and meeting the needs of diverse learners, campus MOU teams will engage in curriculum mapping of the current education coursework against the knowledge and skills required to work effectively with students with special learning needs (e.g., students with disabilities, English Language Learners).
  - b. Upon completion of curriculum mapping, faculty will work to revise course syllabi and assessments to further embed knowledge and skills into course content.
  
- II. **Enhance Clinical Skills Related to Data Driven Instruction (DDI) and Assessment Practices**
  - a. CUNY faculty and staff will plan and host professional development opportunities on formative and summative assessment practices.
  - b. CUNY will provide University-wide instruction on DDI for faculty.
  - c. Campus teams will work to embed DDI in methods courses and revitalize courses in classroom assessment. Course re-design could include, for example, a course-embedded assessment task that is strongly aligned with edTPA Task 3 expectations.
  
- III. **Embed Common Core State Standards (CCSS) in Early Coursework**
  - a. Colleges will revise course syllabi and assessments to embed CCSS and Common Core literacy skills in early coursework and education courses.
  - b. CUNY Central will implement a Request for Proposals (RFP) to enhance Arts and Sciences faculty knowledge of CCSS and ensure that CUNY teacher education students are receiving foundational CCSS skills in early coursework.
  
- IV. **Enhance Skills Around Reflective Practice, including Cycles of Observation and Feedback**
  - a. The New York City Department of Education (NYCDOE) will continue to offer professional development sessions to CUNY faculty and staff. These centralized and campus-specific sessions will provide training in the cycle of observation and feedback to CUNY faculty and clinical supervisors.
  - b. In a continuation of CUNY-DOE efforts to better align pre-service and in-service teaching responsibilities and expectations, NYCDOE will provide workshops examining the connections between the edTPA and the Danielson *Framework for Teaching*. The goal of these workshops will be to provide support and guidance to programs revising pre-service rubrics that connect with Danielson and the edTPA.

- c. In line with best practices in Clinical Partnerships, CUNY will engage NYCDOE to explore a Cooperating-Mentor Teachers Program, advancing efforts to place CUNY student teachers with cooperating teachers who are rated Effective or Highly Effective.
- d. CUNY will review data from the first years of the School Building Leader pilot program and expand the pilot for this third year. The focus of this pilot is to provide both building leader and teacher candidates with experience in the observation and feedback cycle.
- e. A CUNY-wide resource for School Leadership programs will be developed to train students on the Danielson *Framework for Teaching*. The resource will include a series of videos which are rated using the Danielson rubric, as well as the rationale behind the ratings. These normalized evaluations would then be digitally published to allow School Leadership programs across CUNY to use in their classes and training of their students.

## CUNY's Work Plan for Faculty Professional Development Initiative- \$500K Menu Options

### **A. Educator Diversity**

- a. With more than 40 percent of undergraduates born outside the United States and 44 percent as first-generation Americans, CUNY will build upon its strength in serving diverse populations by recruiting students with academic potential who are historically underrepresented and underserved into Teacher Preparation Programs. CUNY will support and advise these diverse candidates.
  - i. CUNY Central will work with campuses to establish transitions to senior colleges for community college candidates in order to retain them in CUNY Teacher Preparation Programs.
  - ii. CUNY Central will work with senior colleges to expand and strengthen links between undergraduate and graduate opportunities within CUNY Teacher Preparation Programs for academically qualified candidates of diverse backgrounds.
  - iii. CUNY will build upon candidates' vast linguistic diversity to prepare them for the highest-need licenses in the NYCDOE.
- b. Support and Mentoring for Diverse Teacher Candidates
  - i. Campus MOU teams will work to support CUNY's diverse teacher candidates to take and pass the new certification assessments through:
    1. Developing online exam preparation modules for the Academic Literacy Skills Test (ALST) and Educating All Students test (EAS);
    2. Collaborating with writing programs such as CUNY's Writing Across the Curriculum to support English Language Learners with the complex writing demanded by the edTPA, ALST and EAS;
    3. Providing economically-disadvantaged candidates with free practice test opportunities via faculty-led exam workshops.
  - ii. CUNY will provide employment support to its diverse pool of graduates, including:
    1. Resume and NYCDOE application support;
    2. Partnering with NYCDOE to build upon CUNY's record of placing teachers in their highest-need schools.

### **B. Communication/Bringing the Work to Scale**

- a. Evaluation Activities
  - i. CUNY faculty and staff will conduct evaluation activities and publish findings.
  - ii. CUNY MOU project staff will seek opportunities to present on the MOU project at state or national conferences.
- b. Host forums to share, generate, and enhance best clinical practices
  - i. CUNY faculty will participate in the 2014 edTPA conference with all sectors and NYSED.
  - ii. CUNY Central will host cross-sector MOU meetings for NYC Teacher Preparation Programs.

**CUNY Year 3 Workplan for Additional \$500K for Faculty Professional Development**

Revised 8-14-14

Category	Line Item	Amount
Personnel Services		
	Professional Salaries	\$ 225,000.00
	Support Staff Salaries	\$ 55,000.00
	Fringe	\$ 106,400.00
SubTotal PS		\$ 386,400.00
PS Indirect (7.25%)		\$ 28,014.00
OTPS		
	Materials and Supplies	\$ 45,000.00
	Travel	\$ 10,742.00
	Purchased Services	\$ 25,000.00
SubTotal OTPS		\$ 80,742.00
OTPS Indirect (6%)		\$ 4,844.52
SubTotal Indirect		\$ 32,858.00
Total		\$ 500,000.00

**CUNY's Workplan for Menu Options for Additional \$500K**

Revised 8-14-14

Category	Line Item	Amount
Personnel Services		
	Professional Salaries	\$ 150,000.00
	Support Staff Salaries	\$ 107,000.00
	Fringe	\$ 97,660.00
SubTotal PS		\$ 354,660.00
PS Indirect (7.25%)		\$ 25,713.00
OTPS		
	Materials and Supplies	\$ 52,000.00
	Travel	\$ 10,856.00
	Purchased Services	\$ 50,000.00
SubTotal OTPS		\$ 112,856.00
OTPS Indirect (6%)		\$ 6,771.00
SubTotal Indirect		\$ 32,484.00
Total		\$ 500,000.00