

Concurrent Enrollment Programming Process
Updated: Spring 2011

1. Meet with High School Administration (by: the Academic Dean)
 - 1.1 Meet with appropriate high school administrators to determine needs and appropriate course offerings.
 - 1.2 Communicate high school meeting outcomes with college personnel.
 - 1.3 Determine the type of contract classification.
 - 1.4 Discuss expectations of course and of students with high school administration.
 - 1.5 Discuss expectations and outcomes for NACEP.
 - 1.6 Share course outcomes from previous year.
 - 1.7 Surveys are administered to the principal and counselors once every three years according to NACEP standards.

2. Identify Instructor (should be done during the prior semester) (by: the Academic Dean with the assistance of Department Coordinators)
 - 2.1 Determine instructor qualifications and availability for high school instructor/internal adjunct.
 - 2.2 If not using high school instructor, identify external adjunct for the high school.
 - 2.3 Process appropriate paperwork and arrangement for payment if needed.

3. Memorandum of Understanding (completed before the start of the semester)
 - 3.1 Develop a memorandum of understanding outlining the teacher, the type of textbook, and all payment considerations.
 - 3.2 Submit for EICCD Board approval.
 - 3.3 Communicate arrangements with appropriate high school, college, and district personnel.

4. Course Section Development Process (completed during the prior semester)
 - 4.1 Dean, Department Coordinator, or Faculty member shares the textbook, CDM, sample syllabus, and assessment approaches with the instructor.
 - 4.2 Appropriate personnel order the designated books. Needed books may be provided by the high school.
 - 4.3 Dean communicates course offerings with registrars, advisors, admissions, recruiters, and business office.
 - 4.4 EICCD department coordinator/faculty liaison is available to high school instructor to assist in course development.
 - 4.5 Course is set up in Datatel so registrations can begin; appropriate billing information is attached. Updates are completed as needed.
 - 4.6 Adjunct orientation is completed. Orientation includes important dates, E-bridge training, syllabus development, assessment approaches, requirements for the Quality Faculty Plan.
 - 4.7 High School instructor submits syllabus to dean and is reviewed and approved by designee.
 - 4.8 Quality Faculty Plan is completed with the instructor during the 1st term of teaching.

5. Identification of Students (by: Campus designee)

- 5.1 Course details, including prerequisite coursework and required assessment scores are communicated with high school counselor. (by campus designee).
 - 5.2 Discuss expectations with high school counselor- helps determine who should be enrolled in the course (by campus designee).
 - 5.3 Obtain potential high school class list.
6. Student Processing (who: MCC/CCC- HS Liaison; BTC: Dir. Of Op; SCC: tba)
 - 6.1 Student completes and submits EICCD application.
 - 6.2 Gather ACT scores from high school and evaluate in a timely manner from high school.
 - 6.3 Compass testing done in a timely manner- all students should be assessed during the prior semester or before completing 11 semester hours. Compass must be completed for courses requiring cut scores.
 - 6.4 Evaluate prerequisite courses completed by student; ensure prerequisites are met.
 - 6.5 Evaluate ACT and Compass test scores for appropriate placement in classes (who- SCC- Advising staff; MCC/CCC- HS Liaison; BTC- Dir of Op)
 - 6.6 College will set a date for college representative to visit classes to register students.
 - 6.7 Student orientation is planned and conducted to include student rights, responsibilities, expected behaviors, and introduction to CampusCruiser.
 - 6.8 Student Services processes application/registration card (completed by the 14th day of the high school term).
 - 6.9 All students in class are registered for college credit. Double check roster.
 - 6.10 Once registration is completed, share final roster with Business Office and high school contacts for confirmation. (Registrars)
 - 6.11 Send final confirmation to high school.
7. Course Section Management (to be done during the semester)
 - 7.1 Verify course information to check instructor, date and times of class, location. Communicate internally.
 - 7.2 Registrar sends information to instructors regarding deadlines, midterm dates, dates for final grades, last day to withdraw for students.
 - 7.3 Follow up with high school- check rosters as needed. (MCC/CCC- HS Liaison; BTC- Dir of Op; SCC- tba)
 - 7.4 Appropriate drop/add as necessary.
 - 7.5 Department coordinator, faculty liaison, or dean communicates with instructor regarding course progress.
 - 7.6 Administer the SPOT (Student Perception of Teaching) evaluation to every class section.
 - 7.7 Instructor assigns and submits mid-term grads via E-bridge. Verified by registrars.
 - 7.8 Class observation is conducted by faculty liaison.
 - 7.9 High school is billed as outlined in memorandum of understanding.
 - 7.10 Students need to officially withdraw by deadline.
8. Completion of Course
 - 8.1 Communicate with classes regarding course completion materials. (Registrars)
 - 8.2 Instructor assigns a final grade via Ebridge and to the high school. Registrars verify that grades have been submitted.
 - 8.3 Assessment tool is shared with faculty liaison.
 - 8.4 The SPOT results shared with high school principal.
 - 8.5 Students can view grades via Ebridge.

- 8.6 Transcripts are available for students.
- 8.7 Grades sent to the high schools.

9. Instructor Development/Expectations

- 9.1 Dean, department coordinator, or faculty liaison share textbook, CDM, sample syllabus, and assessment with high school instructor.
- 9.2 EICCD faculty liaison is available to high school instructor to assist in course development.
- 9.3 Class observation is conducted by faculty liaison.
- 9.4 Quality Faculty Plan is completed with the instructor during the 1st term of teaching.
- 9.5 Adjunct orientation is completed. Orientation includes important dates, E-bridge training, syllabus development, assessment approaches, requirements for the Quality Faculty Plan. (Completed by the academic dean)
- 9.6 Professional development opportunities are presented to high school teachers on an annual basis.
- 9.7 High School instructor submits syllabus to dean and is reviewed and approved by designee.
- 9.8 The syllabus is reviewed and approved by department coordinator or their designee.
- 9.9 High school assessment tools are shared with faculty liaison.
- 9.10 SPOT (Student Perception of Teaching) results are shared with the instructor.
- 9.11 Surveys are administered to the faculty once every three years according to NACEP standards.