



EASTERN IOWA

COMMUNITY COLLEGES
CLINTON ♦ MUSCATINE ♦ SCOTT

COLLEGE CONNECTIONS

INSTRUCTOR HANDBOOK

Welcome to the 2024–25 academic year at Eastern Iowa Community Colleges!

Colleagues,

I hope this message finds you well and thriving in your role as a College Connected Instructor (CCI). We deeply appreciate the time and dedication you invest in educating our students. Thank you for your unwavering commitment and effort.

Collaboratively, we can motivate and empower the next generation of leaders. Your input is of value, and the Concurrent Enrollment Department encourages suggestions on ways we can persistently enhance and adjust to the evolving needs of our students and community.



All the best,

Nikki Gullion

Dean of Curriculum and Concurrent Enrollment

Eastern Iowa Community Colleges – College Connection Program

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College Collections Program Overview

EICC's College Connections program allows students to enroll in college and high school simultaneously. We provide several opportunities to earn college credit. Students can attend classes on an EICC campus or facility, earn credit in a normal high school classroom setting, or take advantage of online classes. Students may also earn credits at several facilities throughout the community. EICC has college advisors assigned to all our high schools, and we collaborate regularly with high school counselors, teachers, and administrators to provide exceptional service to our students.

The Philosophy Behind EICC's College Connections Program

EICC encourages high school students to begin planning for college through the College Connections program. EICC believes that College Connections gives high school students a unique opportunity to earn a certificate, diploma, or degree. Students who begin planning for college are more likely to continue with their education or even earn a degree.

EICC involves the student, high school partners, parents, and college faculty and staff to support College Connections programs. EICC believes high school students can be successful in completing college-level work with a strong support system. College Connections provides equitable opportunities for all students in the EICC district.





College Connection Instructors

College Connection Instructors (CCIs) must meet the faculty credentialing standards of the Iowa Department of Education (IDOE), the Higher Learning Commission, and any special accreditation requirements of the program in which they teach. CCIs participate in college/university provided annual discipline-specific professional development and ongoing collegial interaction to further enhance instructors' pedagogy and breadth of knowledge in the discipline (FS3).

Application Process

A potential CCI will complete the EICC application process which includes submission of resume and official transcripts. Then EICC will complete a Faculty Qualifications Review. The IDOE requires all Iowa community colleges ensure faculty are content experts in the subject matter they teach. If a CCI is approved, they will be contacted by the Associate Director of Concurrent Enrollment Faculty regarding course approval and next steps of onboarding.

CCI Pre-Teaching Orientation

A new CCI must complete the pre-teaching orientation process prior to teaching. The Associate Director of Concurrent Enrollment Faculty will communicate with the new CCI regarding access to technology, review general information, responsibilities, and connect the instructor to their faculty liaison (NACEP F4).

Faculty liaisons set a pre-orientation with the new CCI for course-specific training in course philosophy, curriculum, textbook or resources, pedagogy, and assessment prior to the instructor teaching the course (FS2). Orientations may be held online, at the college campus, or the high school. The faculty liaison will address discipline-specific expectations including syllabus, assessments, grading, and Course Development Model (CDM) reviews during the orientation.

Canvas Classroom

CCI are expected to use EICC's Canvas Learning Management System and email for communication. Courses should be published one week prior to the first day of the semester.

Simple Syllabus

Simple Syllabus provides students with important information for the course, classroom expectations, student learning outcomes (SLO), and EICC policies. The course must be published for a student to see Simple Syllabus. EICC's CDM will be used for all courses, as it outlines course development, methods of assessment, and instructional approaches. CCI may be asked to submit each course Simple Syllabus to their faculty liaison. The same grading standards will be used as an EICC campus or online class.

Assessment

Example assessments will be shared with concurrent instructors from faculty liaisons. CCIs in turn will share assessment data with the Concurrent Department.

Grade Book

The CCI will update the gradebook consistently throughout the semester.

Grading Scheme

The “Enable course grading scheme” option needs to be selected within the “Settings” panel in order for grades to be submitted through the Canvas classroom.

The CCI and faculty liaison will discuss approved textbooks allowed for a course. Faculty liaisons will communicate any textbook changes scheduled to occur. Open Educational Resources (OER) are encouraged and EICC library services can provide support through this process.

Grading

CCI will establish and maintain accurate records related to student progress and registration within each class. Grading will be completed through the Grade Publish tab within Canvas. If a specific grade scheme needs to be used in a course or program the faculty liaison will communicate that to the CCI. The grading scheme needs to be enabled to submit for midterm/final grades using the Grade Publish tab.

1. Confirm your grade book is complete and all course assignments have been graded. Click on the Grade Publish tab located on the left-side of your Canvas classroom.
2. Click on Midterm or Final Grade Type. Allow a few seconds for the grades to be pulled from your course grade book.
3. “F” grades will be highlighted yellow. You must enter the last date the student participated or submitted work in the course to submit grades.
4. Confirm that all student grades are correct and then click Publish. You will see the message, “Final grades have been published.”

Troubleshooting Items

1. The course grading scheme must be enabled to submit grades.
2. Google Chrome is the preferred web browser. To prevent issues, use the most up-to-date version and clear your browser history (cache/cookies).

Plagiarism

CCI should describe their plagiarism policy within the Simple Syllabus. EICC’s Academic Dishonesty policy is available in the catalog. If a course uses special technology, such as a calculator, be specific on what is accepted use. CCI are encouraged to address AI within their Academic Dishonesty Policy Statement.

Maxient Reporting

Maxient is a reporting tool that assists instructors in upholding levels of safety and ethical conduct throughout EICC campuses. Maxient’s streamlined process ensures the integrity and safety of the EICC community. Information about this tool is posted on EICCConnect on the Maxient card, or at eicc.edu.

Accommodations

EICC’s Office of Disability Services provides individualized support for students who have a documented disability. A student completes an application and provides documentation of the disability. An EICC Disability Service Provider supports each student through this process to determine appropriate academic accommodations that balance the needs of the student and academic objectives of the program.

There are differences in disability laws for students taking classes either at their high school or at the community college. Students attending classes at their high school will continue to work with their high school IEP team to set up accommodations according to college disability laws. There is no need for the students to meet with EICC Disability Resources in this instance.



Multi-Factor Authentication (MFA)

Multi-Factor Authentication (MFA) can be a challenge for a CCI and each high school is different with internet access. Use of the Microsoft Authenticator App can be a helpful tool.

Android



Google Play

Apple



App Store

Substitute Teachers

If a CCI will be absent from teaching the concurrent course for a period of time, contact the associate director of concurrent enrollment faculty. EICC may assign a replacement teacher from its faculty pool or a substitute who meets the qualifications. The faculty qualification review will be completed as part of this process and documentation will be sent to EICC through the application process.

Annual Discipline-Specific Training

Prior to teaching the course, each CCI will complete discipline-specific orientation to include course curriculum, assessment criteria, pedagogy, course philosophy, and administrative responsibilities and procedures. If a CCI has been approved to offer College Connections courses in more than one discipline, attendance is tracked for each discipline.

Quality Faculty Plan and Professional Development

EICC's Quality Faculty Plan (QFP) ensures all college instructors meet minimum faculty standards established by the state of Iowa and receive the same support in the onboarding process, orientation, and professional development. CCI participate in professional development activities and ongoing collegial interaction with faculty in their department.

FERPA

EICC commits to protect all student rights established through The Family Educational Rights and Privacy Act. Students must sign a "Release of Information" for parents to speak directly with college personnel or access students' records. For more information go to eicc.edu/ferpa.



Bookstore

Akados is EICC's textbook provider. If you need support with textbooks or supplies, please contact Brenda Struve, Bookstore & Content Support Services Manager, at 563-441-4113 or bstruve@eicc.edu. General bookstore questions can be sent to bookstore@eicc.edu.

Other Responsibilities

Each semester the Universal Student Feedback survey will be administered in each College Connections Canvas course. The survey is open for two weeks at the end of the semester. Students who do not complete the survey will be locked out of the course. The survey must be completed prior to entering the Canvas classroom.

Each year EICC surveys CCI on the assessment process.

Teaching Observation and Course Review

Teaching observations and course reviews verify that the quality and rigor of the College Connections course is comparable to the same courses EICC teaches online or on campus. Faculty liaisons visit the classroom to observe course quality, equivalence, and student engagement. One course observation per each discipline taught by each CCI will occur each semester for the first three semesters (consecutive or intermittent). Afterward, course observation(s) will occur every three years (NACEP F2 & F4). The faculty liaison completes and signs the EICC College Connections instructor observation form (see Appendix B) and shares it with the CCI and high school. All site visits should be completed before the high school semester ends. Observation forms are filed with and tracked by the Concurrent Department at EICC.

Faculty liaisons participate in EICC campus meetings to stay up-to-date on concurrent program requirements. They provide documentation about College Connections classes as needed to comply with national standards as set by National Alliance for Concurrent Enrollment Partnerships (NACEP). Faculty liaisons complete recordkeeping as required to document orientations, classroom visits, observations, and professional development. Any learning experience or clinical settings will be reported by the CCI to the faculty liaison for mandatory reporting (NACEP C3 & A1).





Procedure for Non-Compliance

A Faculty Liaison will be assigned to each CCI. A teaching observation and review of the course are parts of the ongoing interaction between a Faculty Liaison and the CCI. If during an observation or during a review of the course content, the Faculty Liaison identifies concerns regarding adherence to the CDM, syllabus, course content, academic rigor, assessment components, and/or instructional issues, the concerns will be addressed, as follows, with the goal of assisting the CCI to correct the concerns.

1. The Faculty Liaison will complete the EICC Observation Form, including recommendations for improvement, and send it to the Department Coordinator or Program Director (DC/PD).
2. The DC/PD will assess the severity of the concerns and the corresponding recommendations. If the severity is modest, a follow-up will be scheduled with the CCI to ensure the recommendations are followed, including the high school administration for the CCI. The DC/PD will sign and file the CCI Observation Form with the appropriate Divisional Dean, who will forward a copy to the Dean of Curriculum and Concurrent Enrollment.
3. In the event the concerns are urgent or serious in nature, or in the event of continued non-compliance with recommendations, the DC/PD will alert the Divisional Dean and high school administration for the CCI, sign the CCI Observation Form and indicate a request for formal evaluation.
4. The Divisional Dean will contact the High School administrator to coordinate a meeting with the CCI, Divisional Dean, Department Coordinator, High School administrator, and Dean of Curriculum and Concurrent Enrollment to discuss concerns and develop an action plan. The action plan will include a timeline for completion of each milestone. Written documentation of the action plan will be kept in the personnel file in the Concurrent Enrollment Department, and a copy sent to Human Resources (HR) at the college.
5. The DC/PD, will follow up with the CCI, either through another meeting or through classroom observation, to determine if the concerns outlined in the action plan have been addressed and resolved. The Department Coordinator may request that the Divisional Dean and/or the Dean of Curriculum and Concurrent Enrollment, and/or high school administration, be involved in this meeting.
6. If the terms of the action plan are not adhered to, the Divisional Dean and the DC/PD may determine that the course does not maintain College quality. The Divisional Dean will cancel the course for the subsequent academic semester and the instructor (CCI) will lose their status as a CCI in that discipline. The High School administration will be informed of the College's decision, the Dean of Curriculum and Concurrent Enrollment and the Divisional Dean will work with the High School to identify another instructor, if appropriate.

NOTE: If an instructor has been approved to offer College Connections courses in more than one discipline, the Faculty Liaison for each discipline will assess adherence to course content. Cancellation of one (1) College Connections course due to non-compliance does not automatically cancel other College Connections courses.

EICC Faculty Liaisons

Faculty liaisons maintain rigor between on-campus and College Connections courses (NACEP P1 & P2). Faculty liaisons are content experts who work directly with all CCI to ensure delivery of course curriculum is equivalent to the college level course taught throughout the EICC district. A faculty liaison is assigned to each CCI.

New CCI Pre-Orientation

The pre-orientation training is required for all new CCI. The faculty liaison will share information about discipline pedagogy, course content, expectations, assessment, grading, and instructional methods used by the EICC department (NACEP F2 & F4).

Discipline-Specific Professional Training

A faculty liaison will provide ongoing support to CCI's, including answering questions about course content, pedagogy, assessment, and expectations.

Communication with Faculty Liaison

Faculty liaisons will regularly connect with a CCI throughout the semester. All CCI are encouraged to attend EICC department meetings or Regional Planning Partnership (RPP) meetings. See Addendum 1 for the faculty liaison contact information.



Resources

EICC Concurrent Enrollment Department Structure 2024–2025



Nikki Gullion

**Dean of Curriculum and
Concurrent Enrollment**

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563-336-5235

For questions on:

- Partnerships
- NACEP
- Leadership Support
- New courses and CCI approvals in conjunction with divisional dean(s)
- Senior Year Plus
- Memorandum of Agreement (MOA)



Alex Batten

**Associate Director of
Concurrent Enrollment**

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For questions on:

- Orientations for new concurrent students
- Working with Concurrent Academic Advisors
- Student services support for concurrent students
- Concurrent student withdrawing/drops
- Coordination of concurrent course scheduling
- Working with College and Career Transition Counselors/Coach



Jill Johnson

**Associate Director
of Concurrent
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For questions on:

- Orientations for College Connections Instructors (CCI)
- CCI observation record-keeping and auditing
- Support Faculty Qualifications Review (FQR) with divisional dean
- CCI communications
- CCI Canvas support
- Classroom observation and DSPD trainings for Department Coordinators



Sheri Buckingham

**Concurrent Records and
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For questions on:

- Metro-area student registrations
- DualEnroll support
- Conducting concurrent enrollment audits
- Reviewing data for student enrollment
- Metro-area student withdrawals/drops
- High school liaison collection and roster imports

Concurrent Advisors and College Connection Transition Coaches/Counselors

Concurrent Advisors

EICC has a Concurrent Academic Advisor assigned to each high school to assist students in creating an academic plan, assist with course registration and selection, and to provide transfer information.

College Connection Transition Coach/Counselor

Assists all students, individually or in groups, with developing academic, college, and career goals and plans. They also partner with school counselors, administrators, and teachers to support academic success, career exploration, goal setting, leadership development, college planning, and campus visits for all students. Students can turn to them for information regarding application, educational offerings, financial aid, assessment testing and course placement, and related district policies and processes.

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Patricia Madden

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College Connection Calendar

Date	Event
August 2024	
Aug. 19	Annual Discipline-Specific Professional Development (DSPD) training*
Aug. 21–22	High school partners first day of school
Aug. 26	Eastern Iowa Community Colleges classes begin (on-campus and online)
Aug. 30	Student verification of enrollment forms in high school
September 2024	
Sep. 1	CCI receive communication from their faculty liaison
Sep. 5	Annual Discipline-Specific Professional Development (DSPD) training*
Sep. 23	12-week course begins
Sep. 30	Course survey open for first eight-week courses
October 2024	
Oct. 11	First eight-week course ends
Oct. 13	First eight-week course grades due
Oct. 14	Second eight-week course begins
Oct. 18	Student verification of enrollment forms in high school

**End-of-semester dates vary by high school, December/January.*



College Connections
Department
Coordinator Checklist



New CCI
Pre-orientation
2024–25



Discipline-specific
Professional
Development 2024–25



Adjunct Observation
Documentation
2024–25

National Alliance of Concurrent Enrollment Partnership (NACEP) Standards

PARTNERSHIP STANDARDS	
Partnership 1 (CEP–P1)	The concurrent enrollment program aligns with the college/university mission and is supported by the institution’s administration and academic leadership.
Partnership 2 (CEP–P2)	The concurrent enrollment program has ongoing collaboration with secondary school partners.

FACULTY STANDARDS	
Faculty 1 (CEP–F1)	All concurrent enrollment instructors are approved by the appropriate college/ university academic leadership and must meet the minimum qualifications for instructors teaching the course on campus.
Faculty 2 (CEP–F2)	Faculty liaisons at the college/university provide all new concurrent enrollment instructors with course-specific training in course philosophy, curriculum, pedagogy, and assessment prior to the instructor teaching the course.
Faculty 3 (CEP–F3)	Concurrent enrollment instructors participate in college/university provided annual discipline-specific professional development and ongoing collegial interaction to further enhance instructors’ pedagogy and breadth of knowledge in the discipline.
Faculty 4 (CEP–F4)	The concurrent enrollment program ensures instructors are informed of and adhere to program policies and procedures.

ASSESSMENT STANDARDS	
Assessment 1 (CEP–A1)	The college/university ensures concurrent enrollment students’ proficiency of learning outcomes is measured using comparable grading standards and assessment methods to on campus sections.

CURRICULUM STANDARDS	
Curriculum 1 (CEP–C1)	Courses administered through a concurrent enrollment program are college/ university catalogued courses with the same departmental designations, course descriptions, numbers, titles, and credits.
Curriculum 2 (CEP–C2)	The college/university ensures the concurrent enrollment courses reflect the learning objectives, and the pedagogical, theoretical and philosophical orientation of the respective college/university discipline.
Curriculum 3 (CEP–C3)	Faculty liaisons conduct site visits to observe course content and delivery, student discourse and rapport to ensure the courses offered through the concurrent enrollment program are equivalent to the courses offered on campus.



STUDENT STANDARDS

Student 1 (CEP-S1)	Registration and transcripting policies and practices for concurrent enrollment students are consistent with those on campus.
Student 2 (CEP-S2)	The concurrent enrollment program has a process to ensure students meet the course prerequisites of the college/university.
Student 3 (CEP-S3)	Concurrent enrollment students are advised about the benefits and implications of taking college courses, as well as the college's policies and expectations.
Student 4 (CEP-S4)	The college/university provides, in conjunction with secondary partners, concurrent enrollment students with suitable access to learning resources and student support services.

PROGRAM EVALUATION STANDARDS

Evaluation 1 (CEP-E1)	The college/university conducts end-of-term student course evaluations for each concurrent enrollment course to provide instructors with student feedback.
Evaluation 2 (CEP-P2)	The college/university conducts and reports regular and ongoing evaluations of the concurrent enrollment program effectiveness and uses the results for continuous improvement.



