

Eastern Iowa Community
College District

College Connection

Procedural Manual



EASTERN IOWA COMMUNITY COLLEGES
CLINTON ♦ MUSCATINE ♦ SCOTT

The College Connection

Clinton, Muscatine, and Scott Community College have formed partnerships with its Area 09 high schools to make it possible for high school students to enroll and complete college level courses at home, at the high school, or on one of our campuses.

Programs and Courses:

Courses are offered in the following Career and Technical Education areas: Agriculture, Business, Early Childhood Education, Culinary Arts, Health Sciences, and Industrial Technology.

Arts and Science transfer courses are offered in the areas of Arts and Humanities, Communications, Cultural/Historical Perspectives, Mathematics, Natural Science and Social Science.

Benefits:

Students earn college credit and college experience while in high school and at no cost to the student. The credits they earn can be applied to Clinton, Scott and Muscatine Career Technical programs to earn AAS degrees, diplomas certificates and/ or apprenticeships in one of over 80 EICCD CTE programs.

The experience gives students that opportunity to explore career options before leaving high school and without investing money in post secondary programming they may not decide to pursue. They can enter the workforce with marketable skills.

Students can also transfer their credits to community colleges or university to get a start on their four-year degree attainment, which saves them money and time as they pursue their degree.

Students

Students participating in this program must meet the following criteria:

- 16 years or older, unless identified by their high school as talented and gifted (TAG)
- Approval of their high school
- Complete a college application
- Complete a college assessment (ACT or Compass)
- Meet any required pre-requisites for the course

Students in the program will receive:

Access to a transcript of their college courses

Orientation opportunities regarding college classes, policies, procedures, and expectations

Access to student support services, tutoring, advising, computer labs , library services, and student activities and events

Information to parents regarding the College Connection and its policies

High School Concurrent Faculty

High school faculty teaching College courses will meet the same State and HLC Accreditation requirements of all EICCD college faculty

Submit employment application and official transcripts

Complete the Quality Faculty Plan, and an orientation to community college teaching

Participate in training to include course curriculum, assessment criteria, pedagogy, course philosophy and administrative responsibilities and procedures prior to the teacher teaching the course

Submit a course syllabus to the department coordinator/dean using the syllabi template

Understand that the class will be visited by an EICCD faculty member each term

Use the EICCD Course Development Model (CDM) for course development, methods of assessment and instructional approaches

Use the same grading standards as a campus class

Establish and maintain accurate records related student progress and registration within each class

Submit midterm/final grades in a timely manner

Administer the Student Perception of Teaching (SPOT) student surveys each course

Participate in professional development activities and ongoing collegial interaction with EICCD faculty. Failure to participate may result in failure to be rehired to teach EICCD courses.

Participate in survey of concurrent enrollment courses once every 3 years

High School Responsibility

The High School will utilize the college course catalog title and number for the course

Only enroll students in the course who are taking it for concurrent college credit

Permit no withdrawals from the course after the initial enrollment that are not in compliance with EICCD's withdrawal policy

Ensure all student have completed an EICCD application, a college assessment, and registration materials

Work with the college to provide students' name, address, social security number, the unique student identifier assigned to the student by the school district, and telephone number by the 14th day of the EICCD term

Follow the EICCD Student Handbook to establish expectations for student conduct and to provide policies and procedures or due process and disciplinary action

Provide liability insurance with respect to the conduct of this educational program

Accept financial responsibility for their students who are enrolled in concurrent enrollment courses as determined in conjunction with the college memorandum of agreement

College Responsibility

Work closely with the high school to verify instructor eligibility

Provide the course development model, curriculum and textbook information

Serve as the registrar to establish and maintain student college credit records and transcripts

Provide orientation information for the students and parents of those enrolled

Develop a budget for each course offered outlining expenses for the local school district and college

Complete billing processes as needed

Provide a liaison for high school faculty

Provide an orientation for faculty

Provide professional development opportunities

Provide a faculty member to serve as a faculty liaison to the high school instructor

Provide administrative services to document and collect course syllabus, information related to curriculum, registration, and any concerns the instructor may have regarding the course

Iowa Department of Education

College Connection programming is authorized by Iowa Code 282.26.

In order for a course to be eligible to be a concurrent enrollment course the following conditions must be met:

Course must supplement high school courses, not supplant and existing high school course;

Course must be included in the community college catalog

Course must be open to registered community college students

Course must be taught for community college credit

Course must be taught by an instructor meeting community college licensing requirements

Course must be taught using a community college syllabus

Course must be of the same quality as a course offered on the community college campus

A memorandum of agreement is utilized to make the course operational (agreements are reviewed -at a minimum- annually)

2/23/2011 revised draft