Eastern Iowa Community College District

College Connection

Procedural Manual
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