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.

   6.1 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 Perceptions of Teaching) results are shared with the instructor.
9.11 Surveys are administered to the faculty once every three years according to NACEP standards.