



Shasta College

Shasta-Tehama-
Trinity Joint
Community
College District

Dual Enrollment Program

Eva Jimenez, Dean





Shasta-Tehama-
Trinity Joint
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College District



Today...

- *Our* Definitions
- Mission
- State Regulations & Legislative Efforts
- A Dean's Perspective
- Process for High School Participation
- Student Enrollment & Registration
- A Counselor's Perspective
- Advantages of Dual Enrollment
- A High School Administrator's Perspective



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Our Definition

Concurrent Enrollment – high school student (special admit) taking college classes.

Dual Enrollment – special category of Concurrent. High school students taking a class during the regular school day in the high school that simultaneously counts for college and high school credit.

Articulation – credit by exam





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MISSION: It's about Access

Since the college has focused on this and the Board waived fees...

- **138 concurrent students fall 2012 to 594 in fall 2014, PLUS**
- **857 dual enrolled students in 2012-13 to 1049 in 2013-14**



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MISSION: It's about Equity

It may be a key in closing gaps identified in our equity plan

Dual & Concurrent students:

- 1. ~1.5% more Hispanic participants**
- 2. ~4% more male participants**
- 3. ~1% more two-or-more race participants**





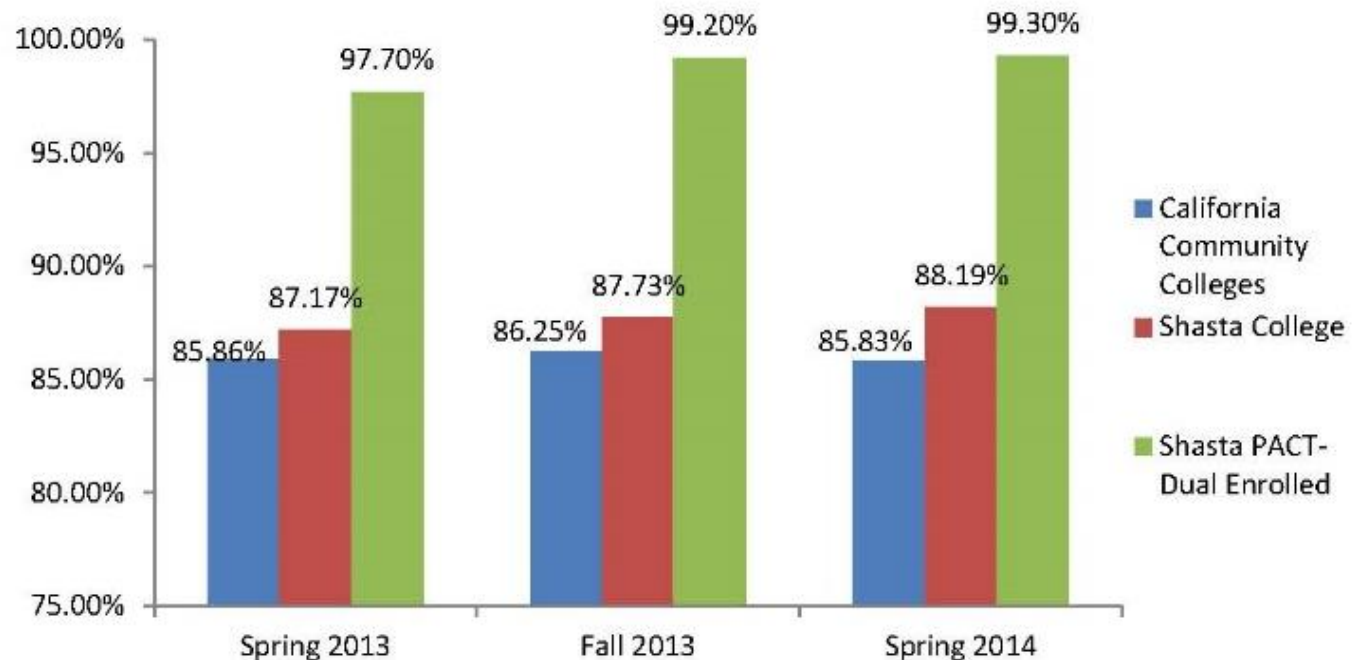
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MISSION: It's about Success

Course Retention for dual enrolled students: 97 – 99.3%



Course Retention

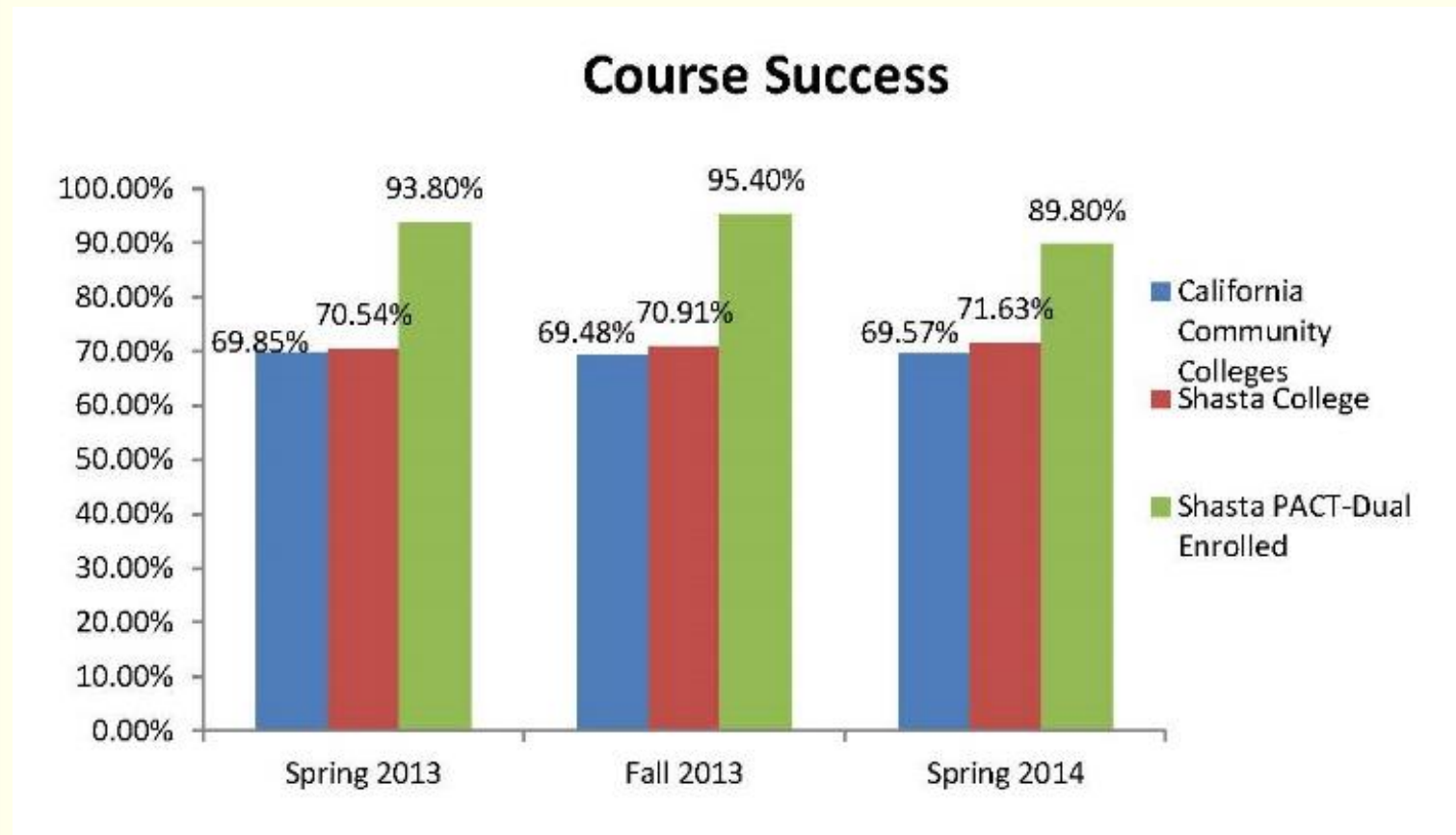




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MISSION: It's about Success

Course Success for dual enrolled students: 89.8 – 95.4%





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State Regulations

- Generally, the HS and CC systems function and are funded separately
- Ed Code 48802: HS and CC can both collect apportionment if the student attends for a minimum day at the HS (240 minutes)
- HS students may not take more than 11 units per semester





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Open Class Requirement

- “If the class is offered at a high school campus, the class may not be held during the time the campus is closed to the general public, *as defined by the governing board of the school district during a regularly scheduled board meeting.*” 76002(b)(3)
- Specific language about this requirement has been deemed acceptable by the CCCCO



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Other State Requirements

- Minimum qualifications of faculty
- Enrollment fee waiver (76300)
- Instructional Service Agreements
- Pre-requisites/enrollment restrictions



Dual Enrollment Instructional Service Agreement

COMPENSATION:

Shasta College pays your high school district \$500 per dual enrollment instructor with the understanding that the \$500 will go to you. The dual enrollment instructor of record is not a paid employee of the Shasta-Tehama-Trinity Joint Community College District or Shasta College.

EXPECTATIONS:

In order to receive your stipend, you must adhere to the following expectations:

1. Mandatory attendance at instructor training.
2. Mandatory attendance at annual articulation meetings, if scheduled.
3. Enrollment Facilitation:
 - a. Check all applications/registration forms for completion and signatures and attach high school roster to application packet.
 - b. Check college and high school rosters at time notified by the Dual Enrollment Office for accuracy and notify the Dual Enrollment Office of any discrepancies.
 - c. Adhere to the Shasta College add/drop deadlines as they pertain to specific dual enrollment courses.
4. End of Term Reporting:
 - a. Submit course grades on MyShasta no later than three days after your class has ended.
 - b. Submit signed grade sheet(s) to the Dual Enrollment Office.
 - c. Report course Student Learning Outcomes (SLO's) at the end of each semester.
5. Instructor Evaluations:
 - a. New instructors shall be evaluated by a full-time Shasta College faculty member during a class session in their first semester of instruction and every 6th semester thereafter. Instructors will be notified ahead of time of the date and time of evaluation prior to the assessment.
 - b. A "Student Opinion of Teaching," also known as STOTS, will be conducted during the first semester and every 6th semester thereafter.

INSTRUCTIONAL RESPONSIBILITIES:

- At the beginning of each semester, prepare and distribute current course syllabi to the students in each class taught. Syllabi should include, as applicable, an outline of course objectives and requirements, grading policy, course content, student learning outcomes, and any specific rules or expectations of the instructor.
- Present course content according to a planned schedule and consistent with approved course outline. When teaching according to the Shasta College outline, the college has primary control over instructional activities.
- Instruct and/or supervise students during all class times. During class times, the instructor will not have any other assigned duty.
- If ill, unavoidably detained, or engaged in approved professional, departmental, or college business, make reasonable efforts to ensure continuity of course coverage by arranging for a qualified substitute or by other means.
- Administer exams or other assessment tools consistent with course objectives.
- Return graded material, with appropriate feedback, in a timely manner.
- Maintain accurate records of students' grades.
- Assess and report Student Learning Outcomes.
- Submit records of grades, student attendance, textbook orders and other required reports to designated campus officials in a timely manner. These will be permanent records.

Instructor Signature

Printed Name

Date

Meridith Randall, Vice President of Academic Affairs

Date



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Legislative Efforts

- AB 288 (Holden):
 - Allow closed classes for HS students on HS campuses
 - Require that CCs and HSs form formal partnerships
 - Increase the number of units that can be taken to 15 per semester
 - Emphasize the creation of career pathways to meet regional workforce needs
 - Clear the way for HSs to get more student information from the CCs
 - Require that partnerships be adopted at regular meetings of the respective governing boards





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Deans are involved in:

- Faculty Introductions/Relationships
- Hiring High School Faculty member as Part-Time college instructor:
 - Interview
 - Ensuring Minimum Qualifications are met

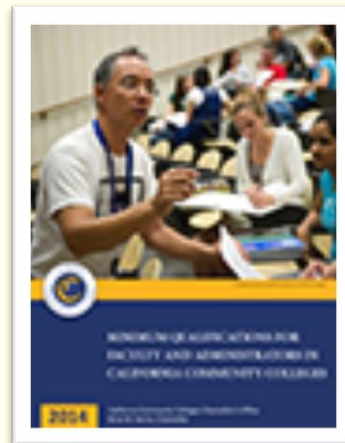




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Minimum Qualifications

- Found at
www.CaliforniaCommunityColleges.cccco.edu
- <http://extranet.cccco.edu/Divisions/AcademicAffairs/InstructionalProgramsandServicesUnit/MinimumQualifications.aspx>





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Evaluations

- **At Shasta College:**
 - **During the first semester of employment a peer faculty member will perform an evaluation of the part-time instructor. This includes a classroom observation, pre- and post-conference with peer evaluator, and student evaluations. At the end of the semester, once grades have been submitted, a part-time faculty member will also receive a copy of any student evaluations administered during the term.**
 - **Confidential- Not shared with High School Administration.**





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Adhere to Deadlines

- **Ensure part-time faculty adhere to campus deadlines such as Census reporting, Grades and Student Learning Outcome reporting.**





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Process for High School Participation



Dual Enrollment & High School Articulation Program Process for Participation

Step 1 – Identify the Course & Submit the Request

- District/instructor decides to pursue Dual Enrollment or Articulation (See “The Differences Between DE & HS Articulation” document for a clear understanding on the differences between the two).
- District/instructor identifies corresponding college course.
- District/instructor completes the “Request for Course Approval” form and submits to Shasta College by **February 13, 2015**. *(Please note: If applying for Dual Enrollment and the instructor is not currently approved, the instructor will also need to submit a Shasta College application, resume and transcripts by February 13, 2015.)*

Step 2 – Agreement/Approval Process

Dual Enrollment

- All requests will be forwarded to Division Deans for review.
- Interviews will be completed by Division Deans, if needed.
- Notification will be given to requesting instructors and districts.

Articulation

- Contact Shasta College faculty to discuss potential articulation for 2015-16.
- Instructor must attend a curriculum alignment meeting in March 2015 (date TBA)
- All requests will be forwarded to Division Deans for review.
- Notification will be given to requesting instructors and districts.

Step 3 – Implementation

- Attend training and/or curriculum alignment meeting(s), if scheduled.
- Communicate college procedures to students; assist students with enrollment and registration.
- Submit course grades and other end of term reporting requirements.

Deadlines

February 13	Request for Approval forms submitted to Shasta College
March 2015	Curriculum Alignment Meeting
April 15	Interviews completed by Division Deans, as needed
May 15	List of dual enrollment & articulated classes finalized for following academic year



1. Identify Course & Submit Course Request Form

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- High school instructor identifies corresponding college course
- Does the high school instructor meet minimum quals?



Dual Enrollment & High School Articulation Program 2015-16 Request for Course Approval

High School Course Information

Please check **ONE**: Dual Enrollment Articulation Is this a new course request? Yes No

High School: _____ District: _____

Instructor Name: _____ Email: _____

Instructor Degree Subject(s): Master's: _____ Bachelor's: _____ AA: _____

High School Course (Name & number of credits): _____
(i.e. Introduction to Business, 5 credits)

Class period(s) taught: _____ Time(s): _____ Fall semester Spring semester
(i.e. 2nd, 4th) (i.e. 9:20-10:05; 11:20-12) Year-long class (same students all year; grades submitted in June)

Textbook to be used: _____
(Must be included here, even if information is on attached course outline)

Author: _____ Year: _____ Edition: _____

****A current syllabus/course outline & course description MUST be attached to this request.****
****If you checked "Articulation" above, please attach your final exam.****

College Course Information

College Course: _____ Title: _____ Units _____
(i.e. BUAD 10) (i.e. Introduction to Business) (i.e. 3 units)

Corresponding Shasta College Faculty, if applicable: _____

Please note that all dual enrollment and articulation courses must make progress toward a Shasta College degree or certificate.

Required Signatures

High School Approvals	
_____ *Requesting Teacher	_____ Date
_____ *District Department Chair	_____ Date
_____ *Principal	_____ Date
_____ *Superintendent or Authorized Agent	_____ Date

Shasta College Approvals	
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
_____ Faculty Signature	_____ Date
_____ Division Dean Comments:	_____ Date
_____ Vice President of Academic Affairs	_____ Date

Deadline to submit to Shasta College: February 13, 2015. Questions? Contact Liz Kohn, 242-7694 OR ljohn@shastacollege.edu



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2. Agreement/Approval Process

- Requests reviewed by Shasta College faculty, division dean, and VP of instruction.
- Interviews completed by Division Dean, as needed.
- Notifications given to requesting instructors/districts.





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3. Implementation

- **Instructor attends training and/or curriculum alignment meetings.**
- **Instructor communicates college procedures to students; assists with enrollment and registration.**
- **Instructor submits grades and other end of term reporting requirements.**

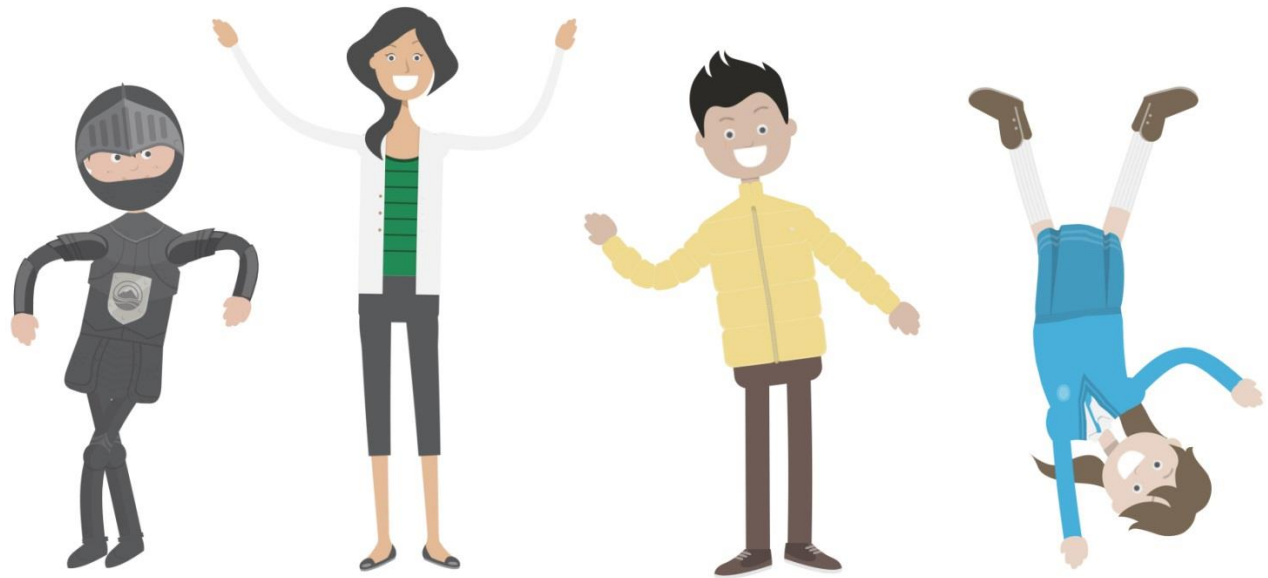




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Not “Just” College Credit...

- Video:
 - [Dual Enrollment Video](#)





Not “Just” College Credit...

- Flyers...

SHASTA COLLEGE DUAL ENROLLMENT PROGRAM

FINANCE & BUSINESS

ASSOCIATES DEGREE IN BUSINESS

**POSSIBLE CAREER:
GENERAL AND OPERATIONS MANAGERS**

Job Description: Plan, direct, or coordinate the operations of public or private sector organizations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services.

2013 Average Earnings in Redding, California: \$41,400



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For more information on dual enrollment visit:
www.shastacollege.edu/dualenrollment

ASSOCIATES DEGREE IN BUSINESS

This degree prepares you to enter the workforce and have the skills you need to move up the career ladder. Your beginning career opportunities include entry-level marketing, management, entrepreneur, customer service representative and retail sales. The courses offered in this degree teach the skills necessary to be successful in business.

TAKE 4 SHASTA COLLEGE CLASSES TOWARD YOUR DEGREE HERE AT ENTERPRISE HIGH!

REQUIRED CORE COURSES:	UNITS:
ACCT 101 Basic Accounting I	3
ACCT 102 Basic Accounting II	3
ACCT 103 PC Accounting	2
BUAD 6 Business Law I OR BUAD 8 Business Law II	3
BUAD 10* INTRODUCTION TO BUSINESS	3
BUAD 12 International Business	3
BUAD 40 Entrep. & Small Business OR BUAD 176 Principles of Retailing	3
BUAD 41 Supervision and Leadership	3
BUAD 45* Human Relations on the Job	3
BUAD 66* Business Communications	3
BUAD 71 Introduction to e-Commerce	1
BUAD 77 PRINCIPLES OF MARKETING OR BUAD 76 Sales	3
BUAD 106 Business Mathematics	3
CIS 1* COMPUTER LITERACY WORKSHOP	3
ECON 1B* Principles of Economics (MACRO)	3
OAS 10 EXCEL FOR WINDOWS	1

*May be used to fulfill General Education requirements. See a counselor.

REQUIRED GENERAL EDUCATION:

- Area 1: Natural Science
- Area 2: Social and Behavioral Sciences
- *Area 3: Humanities - ECON 1B
- *Area 4a: English Composition - BUAD 66
- Area 4b: Oral Communication
- Area 4c: Analytical Thinking
- ***AREA 5: MULTICULTURAL COURSE - BUAD 10**
- Area 6: Multicultural Requirement
- ***AREA 7: COMPUTER LITERACY REQUIREMENT - CIS 1**

For more information on dual enrollment visit:
www.shastacollege.edu/dualenrollment

Competency requirements also needed. Please refer to the Shasta College catalog. The AS degree is primarily oriented to technical, science, and occupational programs. It is intended for the student who plans to enter the workforce after completion of the two-year degree. Students complete the Associate Degree-General Education, the courses in their major, and electives totaling a minimum of 60 units of coursework at the associate and transfer level.

Students planning to transfer to a college or university should consult a Counselor or Faculty Advisor regarding transfer requirements.

TRANSFER REQUIREMENTS MAY BE DIFFERENT FROM ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS.

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, Shasta College does not discriminate on the basis of race, color, national origin, sex, handicap, or age in employment, in any of its educational programs, or in the provision of benefits and services to its students. A lack of English language skills and/or visual and hearing impairment will not be a barrier to admission or participation in any educational program, including CTE.



Registration Form



High School Dual Enrollment Registration Form

Every student wishing to receive credit for their dual enrolled course must complete this registration form for every course, every semester. Please pay special attention to the first box as a Shasta College application must be submitted or already on file.

PROOF OF APPLICATION, please check one of the following:

- Included in Part A, line 2 of this form is my Shasta College student ID number. **Please Note:** If you already have an application on file but do not know your student ID number, visit MyShasta or contact the Shasta College Admissions and Records Office (242-7663) to obtain your Shasta College student ID number. **Please do NOT submit a duplicate application.**
- Attached is a confirmation email from CCCApply showing successful completion of the online application for admission.
- Attached is a copy of Shasta College's paper application for admission.

PART A: STUDENT INFORMATION

All information in this section is **REQUIRED**. Do not leave any field blank.

NAME: _____ BIRTH DATE: ____/____/____

Last First Middle PHONE: _____

SHASTA COLLEGE STUDENT ID #: _____ (Example: seven digits: 07XXXXXX)

EMAIL ADDRESS: _____

ADDRESS: _____

Street Address (e.g., 2345 Market Street) City State Zip Code

PART B: STUDENT SCHOOL INFORMATION

I am submitting this form for the following semester and year (Must check one; Fall OR Spring) FALL SPRING 20____

I am currently enrolled at the following high school: _____ Grade Level _____

PART C: SHASTA COLLEGE REGISTRATION FORM

SHASTA COLLEGE COURSE TITLE & CATALOG NUMBER	HIGH SCHOOL INSTRUCTOR'S NAME	HIGH SCHOOL CLASS PERIOD	SHASTA COLLEGE COURSE UNITS
EXAMPLE: ENGLISH-1A	J. SMITH	3	4.0
Total Number of College Units: _____			

***Note: Dual Enrolled students are only eligible to register for 11 Shasta College units per semester.*

Student Signature: _____ Date: _____

PART D: HIGH SCHOOL APPROVAL

As Principal or Designee: Pursuant to educational code 48800, I have reviewed the academic record of the above-named student and certify that the student demonstrates adequate preparation for the course(s) listed and can benefit from advanced scholastic and/or vocational education at Shasta College.

Signature of Principal or Designee _____ Print Name & Title _____ Date _____



PART E: STUDENT AGREEMENT

The college has the right to restrict enrollment for any reason of health and safety, preparedness of the student, availability and college board policy. Please review the program policies below to ensure you have a successful experience at Shasta College.

- Maximum Units:** Shasta College allows eligible 9th-12th grade students to register in a maximum of 11 college units in each of the fall and spring semesters.
- Prerequisite Requirements:** When a course has a prerequisite, it means that a student must demonstrate preexisting knowledge and/or skills to be successful in the course.
- Fees:** High school students are currently not required to pay Shasta College enrollment fees for dual-enrolled courses.
- Course Registration:** It is the student's responsibility to complete this form and all other necessary registration and application paperwork and return it to the designated party. If all paperwork is not submitted, no grade will be posted nor will college credit be awarded.
- Rules and Regulations:** All Shasta College Dual Enrollment students are responsible for complying with the rules and regulations of the college as published in the Shasta College catalog and schedule of classes.
- Grades:** The grade(s) you earn in your Shasta College course(s) will become a part of your permanent, official college academic record.

I have read, understand and agree to the above policies and requirements.

Student's Signature _____ Date _____

PART F: PARENT AGREEMENT

- Student's Responsibilities:** Students must act on their own behalf. Parents, guardians, relatives or friends of a Shasta College student are not permitted to enroll, drop, or add classes on behalf of the student. The same applies to the requesting of transcripts or grade verifications.
- Student Records:** Under Section 49061 of the Education Code, parents of a community college student do not have a right of access to their children's student records, regardless of whether the student is under the age of 18. In accordance with this regulation, student's college records will be released to parents only with written permission of the student.
- Student Grades:** The grade(s) your child earns in their dual enrolled Shasta College course(s) will become a part of their permanent, official college academic record.
- Contacting Instructors:** Your student is enrolled in a college course and it is important to understand that the instructor works directly with the student. Under FERPA (Family Educational Rights Privacy Act), instructors are not required to discuss student performance or other student-related issues with parents.
- Shasta College** assumes no responsibility for supervision of minor students.

The intent of the Shasta College Dual Enrollment program is to provide educational enrichment opportunities for a limited number of eligible high school students, and also to help ensure a smoother transition from high school to college by providing them with greater exposure to the collegiate atmosphere (California Educational Code 48800).

Your signature on this document certifies that you have read, understand and agree with the above policies and requirements. Furthermore, you have also reviewed and assessed your son/daughter's ability to succeed in the classes recommended by the high school; and that he/she has your approval to enroll in Shasta College courses.

Parent's Signature _____

Parent's name (please print) _____

Parent Email Address and/or Phone Number) _____

Date _____

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The Advantage of DE

- Unlike articulated courses, DE courses are listed on a college transcript like any other CC course
- DE students do not take extra exams to earn credit
- DE courses must meet the objectives and outcomes of the CC course outline
- DE students are treated like college students

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Shasta College Dual Enrollment & High School Articulation Program Defined...

The Shasta College Dual Enrollment & High School Articulation Program is committed to providing students access to college level coursework and units while attending high school. High school students will be offered clear pathways toward degrees and certificates in order to gain a jump start on post-secondary education and be more likely to complete an educational goal.

The first step to the course request process is to decide Dual Enrollment or Articulation. The chart below outlines the differences between the two.

	Compensation	Required Meetings	Facilitation of the Student Application Process	Facilitation of the Student Registration Process	End of Term Reporting	Instructor Qualifications	Approval of Course Outline, Curriculum & Text Book	Final Exam	District Requirements	How students receive college credit	Student Learning Outcomes
Dual Enrollment	Shasta College pays the high school district \$500 per dual enrollment instructor with the understanding that the \$500 will go to the instructor. The dual enrollment instructor of record is not a paid employee of the Shasta-Tehama-Trinity Joint Community College District or Shasta College.	Must attend a Dual Enrollment Instructor training prior to teaching the class.	Students must apply to Shasta College prior to registration.	Students complete the High School Dual Enrollment Registration Form and have to submit completed form by the designated deadline.	Instructors input grades on MyShasta at the end of the term. Signed grade sheets must be submitted to Admissions & Records. If a student is enrolled in the course, a final grade must be assigned (even if it is a D or F).	Needs to meet the minimum qualifications to teach at a California Community College. Instructors must be interviewed and approved by the Dean and Vice President of Academic Affairs. Instructor must sign an Instructional Service Agreement.	Course outline, curriculum & text books must be approved by the assigned Shasta College instructor, Dean, or designee, and the Vice President of Academic Affairs.	The final exam does not need prior approval. The overall course grade is submitted at the end of the term.	Must approve class prior to instructor submitting the request. Must sign a Memorandum of Understanding with Shasta College.	A final course grade appears on the student's Shasta College transcript.	Instructors must teach to the course outline and report Student Learning Outcomes via TracDat.
Articulation (credit by exam)	No stipends are paid.	Must attend the Shasta College Curriculum Alignment meeting in Spring. Also, must attend an Articulation instructor meeting if scheduled.	Students apply at the end of the semester when grades are submitted.	Students are not registered in the course until they pass the final exam.	Grades are submitted at the end of the high school class. Students submit a "Request for Credit" form. Since students are not registered until the end of the semester, grades are only submitted for those students who pass the exam and wish to receive credit.	No minimum qualification other than being approved to teach by the high school district.	Course outline, curriculum & text books must be approved by the assigned Shasta College instructor, Dean, or designee, and the Vice President of Academic Affairs.	The final exam must be approved by a Shasta College instructor and Dean. The final exam grade is what is submitted at the end of the term.	Must approve class prior to instructor submitting the request.	A final exam grade appears on the student's Shasta College transcript with a notation "Credit by Exam". This is not accepted by all colleges/universities, but is recognized by Shasta College.	Instructors must teach to the course outline and Student Learning Objectives.



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Open Campus & Considerations

- **Let's talk about the “open campus”**
- **Considerations:**
 - **Have the faculty available – who on your campus is qualified and willing?**
 - **Having the students available – inform your counseling staff so they can recruit students**
 - **Having the resources available – you may have to purchase books or technology**





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The Role of the Coordinator

- **Articulates the vision**
- **Provides a point of contact for the teachers, parents, and students**
- **Ensures compliance with the forms**
- **Troubleshoots**





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Questions?

Contact Information:

Eva Jimenez, 242-7565, ejimenez@shastacollege.edu

Liz Kohn, 242-7694, lkohn@shastacollege.edu

Mike O'Leary, 241-3261, moleary@suhsd.net