

DRAFT - Dual Enrollment checklist

In order to ensure that a dual enrollment course has a smooth path to success the following items should be completed more than 30 days prior to the beginning of a dual enrollment course.

Suggested Timeline: 12 months Prior to the Start of the Semester

- Create a contact list. At a minimum, it should include the Vice President, dean, and counseling director of CCCC as well as the superintendent and principal of the high school. Others to be involved could be CCCC faculty chair and discipline faculty as well as high school faculty and counselors. Responsible parties: high school and college administrators.
- Create an MOU between the districts if one is not already in place. Responsible parties: CCCC vice president and high school superintendent or principal.
 - MOU approved by both governing boards
 - Resolution approved in open session by high school district governing board

Suggested Timeline: 6 months Prior to the Start of the Semester

- Determine what program and courses are to be taught. This should include the total number of periods/sections and a determination of work load. Responsible parties: CCCC dean and faculty chair; high school principal, counselors, and/or faculty.
- Assess minimum qualifications of high school faculty member to teach the program and courses. Determine whether the courses will be taught through dual enrollment or articulation? Responsible parties: Responsible parties: CCCC dean and faculty chair, high school principal
- CCCC faculty and high school faculty meet. Curriculum compared, syllabuses exchanged, teaching methods discussed, textbooks shared. If the course is to be taught through articulation, an articulation agreement is required.
- Begin the hiring process. If the high school faculty member meets minimum qualifications,
 - Applicant submits an application packet for part-time employment. Responsible parties: high school faculty
 - CCCC Faculty chair completes and signs Adjunct Statement of Qualification form. Responsible parties: CCCC faculty chair and dean
 - CCCC HR monitors completion of pre-employment process. Responsible parties: CCCC HR and high school faculty, assisted by CCCC faculty chair.
- If the high school faculty member does not meet minimum qualifications, he or she will need to submit an application for equivalency.
 - Applicant submits an application packet for part-time employment. Responsible parties: high school faculty
 - Applicant submits a statement of equivalency. Responsible parties: high school faculty
 - CCCC Equivalency Committee takes action on equivalency request. Responsible parties: CCCC dean
 - Adjunct Statement of Qualification form completed and signed. Responsible parties: CCCC faculty chair and dean
 - Completion of pre-employment process. Responsible parties: CCCC HR and high school faculty, assisted by CCCC faculty chair.

Suggested Timeline: 3 months Prior to the Start of the Semester

- Determine exact days, times, and start and end dates for every course to be offered through dual enrollment. CCCC is required to open courses more than 30 days in advance of the start date of the course.
- Place textbook and class material orders.
- Parent Q and A

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