

Statement of Standards & On-Site Best Practices

OVERVIEW:

INTRODUCTION

The primary purpose of a concurrent enrollment program is to increase the educational options and opportunities for Colorado high school students. Concurrent enrollment programs allow well-prepared students to earn credit at the secondary and postsecondary levels simultaneously. Concurrent enrollment programs may reduce the need for remediation, improve high school completion rates, improve matriculation rates to higher education, reduce the costs of higher education for students, provide an alternative to dropping out of school and provide equal access to higher education.

DEFINITIONS

Concurrent Enrollment –The simultaneous enrollment of a qualified student in a local education provider and in one or more postsecondary courses, including academic or career and technical education courses, at an institution of higher education pursuant to the Concurrent Enrollment Programs Act.

Local Education Provider – A school district, a board of cooperative services, a district charter school or an institute charter school.

LEGAL JUSTIFICATION

C.R.S. 22-35-101 to -112 (Concurrent Enrollment Programs Act (CEPA), including the ASCENT Program) Former C.R.S. 22-34-101 (High School Fast Track Program – repealed effective May 21, 2009) Former C.R.S. 22-35-101 (Postsecondary Enrollment Options Act (PSEO) – repealed effective May 21, 2009) Former C.R.S. 22-35.5-101 to -108 (Fast College-Fast Jobs Act- repealed effective May 21, 2009) C.R.S. 22-7-1001 to -1019 (CAP4K)

STATEMENT OF RIGOR

All courses administered through a concurrent enrollment program shall conform to college academic standards of rigor and Colorado Community College System (CCCS) curriculum outcomes.

ROLE OF COMMUNITY COLLEGES

CCCS colleges work with local school districts and state recognized local education providers to provide concurrent enrollment opportunities to eligible students.

PURPOSE OF STANDARDS

Colorado community colleges have concurrent enrollment options available to support local education providers. This document provides a set of standards for all concurrent enrollment programs to ensure quality for all students while allowing the flexibility needed for colleges to design programs that meet the needs of state recognized secondary institutions in their service areas.

Community colleges may be required to submit evidence of implementation of these standards through periodic program reviews conducted by the Higher Learning Commission during self-

study visits and by the Colorado Department of Higher Education to ensure compliance with all accreditation regulations.

STANDARD CATEGORIES

Partnership
Faculty
Assessment
Curriculum
Student
Evaluation

PARTNERSHIPS:

PARTNERSHIP 1 MISSION AND SUPPORT

The concurrent enrollment program aligns with CCCS and individual colleges' missions, and is supported by the institution's administration, faculty and staff. Each college will designate at least one college employee to serve as the local education provider's liaison. This person (s) will be the official point of contact for the College's Concurrent Enrollment program.

PARTNERSHIP 2 COOPERATIVE AGREEMENT

A Concurrent Enrollment Cooperative Agreement (Memorandum of Understanding) between the college and the local education provider must be completed on the required rotation set forth by CCCS and state statute. (CRS 22-35-104)

PARTNERSHIP 3 COLLABORATION

The concurrent enrollment program is made possible by ongoing collaboration with secondary partners.

FACULTY:

FACULTY 1 QUALIFICATIONS (CREDENTIALS)

The college is responsible for ensuring that all concurrent enrollment courses are taught by qualified faculty. Faculty teaching concurrent enrollment courses must meet the college's academic requirements for teaching respective to college policy. The college must maintain a current human resource file for each faculty member teaching a concurrent enrollment course.

FACULTY 2 PROFESSIONAL EXPECTATIONS

The college will provide training and orientation in course curriculum, assessment of student learning, course philosophy, Banner for Faculty, student code of conduct and concurrent enrollment program administrative requirements for all faculty teaching concurrent enrollment courses. Faculty teaching concurrent enrollment courses shall be provided with a current college email address, faculty handbook, and shall adhere to all related professional guidelines, rules and expectations.

FACULTY 3 PROFESSIONAL DEVELOPMENT

Adjunct instructors teaching concurrent enrollment courses are faculty of the college and will be included in seminars, professional faculty organizations, and annual professional development.

FACULTY 4 STUDENT RIGHTS AND RESPONSIBILITIES

Faculty teaching concurrent enrollment courses shall be provided with current information detailing add/drop and withdrawal policies, student code of conduct, grading policies, critical dates, etc. and are expected to enforce college and site instructional guidelines, rules, and expectations.

FACULTY 5 LIAISON

Faculty teaching concurrent enrollment courses shall be provided with a discipline-related instructional contact/liaison to promote and support rigor and collaboration in the classroom.

FACULTY 6 OBSERVATION /EVALUATION

Faculty teaching concurrent enrollment courses shall be observed by a college faculty member or designee for evaluation purposes using the same criteria as for all college faculty.

FACULTY 7 GRADES

Faculty teaching concurrent enrollment courses shall adhere to college procedures/deadlines for submission of grades in the appropriate format. Faculty will be advised of college grading expectations/guidelines prior to the start of the term.

FACULTY 8 FACULTY RIGHTS AND RESPONSIBILITIES

Faculty teaching concurrent enrollment courses shall be fully informed of the terms and conditions of employment. Faculty rights and responsibilities will be outlined in the college's human resources official employment practices documents. The concurrent enrollment program ensures instructors are informed of and adhere to program policies and procedures.

ASSESSMENT:

ASSESSMENT 1 PLACEMENT

Students seeking to enroll in concurrent enrollment programs must meet placement requirements prior to course registration (SAT, ACT, Accuplacer, etc).

ASSESSMENT 2 ASSESSMENT OF STUDENT LEARNING

Concurrently enrolled students are held to the same standards of achievement as those expected of students in on-campus courses. Concurrently enrolled students are assessed using the same methods (papers, portfolios, quizzes, labs, final exams) as on-campus students enrolled in the same course.

CURRICULUM:

CURRICULUM 1 CONTENT

Courses administered through CCCS concurrent enrollment programs must be approved Colorado Common Course Numbering System (CCCNS) courses. These courses will have the same department designations, numbers, titles, credits, course descriptions, competencies and topical outlines as required for all college courses. Course objectives must be included in the pre-approved syllabus, and all competencies must be introduced during the term.

CURRICULUM 2 OFFICIAL RECORD

Grades from courses administered through CCCS concurrent enrollment programs must be recorded on students' official college and high school transcripts. College courses approved through Concurrent Enrollment must also appear on students' ICAP plans at the local education provider.

CURRICULUM 3 OUTCOMES

Courses administered through CCCS concurrent enrollment programs must reflect the learning and student development outcomes of the college.

CURRICULUM 4 TEXTBOOKS, INSTRUCTIONAL MATERIALS & LAB FACILITIES

Textbooks, instructional materials and laboratory facilities used in concurrent enrollment courses must be the same as or comparable to those used in postsecondary courses offered by the college using the same course prefix and number and must be approved by the college's discipline chair or designee.

CURRICULUM 5 TEST AND ASSIGNMENTS

Tests, papers, and other assignments shall be at the same level, rigor, relevance and depth as those for all postsecondary courses offered by the college. CE coursework shall follow the course syllabus approved by the College.

CURRICULUM 6 COLLEGE FACULTY LIAISON

College faculty liaisons conduct classroom observations to observe course content and delivery, student discourse and rapport to ensure concurrent enrollment courses are equivalent to courses offered on campus.

STUDENT:

STUDENTS 1 ADMISSION

High school students enrolled in courses administered through a concurrent enrollment program are officially admitted as students of the college. Registration and transcription policies and practices are consistent with campus policies and practices.

STUDENTS 2 ELIGIBILITY

Students must be approved by their high school for enrollment into concurrent enrollment courses. Guidelines for student eligibility include:

- Demonstration of readiness to take college courses via acceptable ACT, SAT or Accuplacer scores, or other measure as approved by CDHE and/or CCCS.
- Demonstration through previous high school work of the skills/knowledge necessary to be successful in the concurrent enrollment course, per local education provider guidelines.
- Completion of all high school and college prerequisites as required. College prerequisites must be the same on the college campus and the high school site.

Students who desire to enroll in college courses outside of courses approved by the local education provider must meet the college's requirements for admission and enrollment. The local

education provider will be responsible for determining if credits are accepted toward high school completion.

STUDENTS 3 EDUCATIONAL PLANNING AND ADVISING

Concurrently enrolled students have access to high school and community college advisors in order to develop a postsecondary educational plan. Students are advised about benefits, implications, and college policies and expectations for participating in concurrent enrollment.

STUDENT 4 RIGHTS AND RESPONSIBILITIES

Concurrently enrolled students are expected to follow the college student handbook that outlines their rights and responsibilities as college students in addition to the college discipline and grievance procedure.

STUDENT 5 FERPA

All CCCS colleges must comply with the Family Educational Rights and Privacy Act (FERPA). This Act affords students and their parent or guardian certain rights with respect to their educational records. Concurrently enrolled students will be granted the rights of a secondary enrolled student, as defined by the US Department of Education.

STUDENT 6 SPECIAL SERVICES

Concurrently enrolled students who require special services must have accommodations approved by the college's Disability Services Office in order for accommodations to apply in college classes. Colleges approve accommodations per terms allowable under the Americans with Disabilities Act of 1990 (ADA).

STUDENT 7 STUDENT SERVICES

The college provides, in conjunction with secondary partners, concurrent enrollment students with suitable access to learning resources and student support services.

EVALUATION:

EVALUATION 1 COURSE EVALUATIONS

The college will conduct end-of-term student course evaluations for each concurrent enrollment course to provide instructors with student feedback.

EVALUATION 2 REGULAR EVALUATION

The college conducts and reports regular and ongoing evaluations of the effectiveness of the concurrent enrollment program and uses the results for continuous improvement.