

# 2024-2025 CCAP HS Teacher Led Course Evaluation Timeline



**Annual Evaluation Components:**

- Student Survey & Survey Evaluation Reports (initiated by Mylea Christensen, Office of Instruction, directly to HS Teacher)
- In Person Site Visit (one section/HS Period per course, per HS Teacher required)

**Documents for Faculty Designee to Submit to the CCAP/Dual Enrollment Office:**

- Site Visit Form
- 2024-2025 Determination for Renewal Form (electronic)

[Click here for a link to the Determination for Renewal Dynamic Form](#)

**General Timeline for CCAP Course Evaluations:**

Task	Responsibility	Fall Only Courses	SLOHS Trimester Schedule	Fall/Yr Round Courses	Spring Only Courses
<b>Deadline for Site Visit Form and Determination for Renewal to be Submitted:</b>		<i>Friday, Nov. 15th</i>	<i>Thursday, Feb. 13th</i>	<i>Friday, April 11th</i>	<i>Friday, April 11th</i>
<b>Conduct Pre-Evaluation</b> <i>Set timeline with high school teacher for student surveys and Site Visit</i>	Faculty Designee	Mid-September	Mid-November	Late January	Mid-February
<b>Student Electronic Survey</b> <i>Mylea will e-mail HS teacher, and copy Faculty Designee during this window</i>	Mylea HS Teacher	9/30 - 10/4	12/2 - 12/6	1/27 - 2/7	2/24 - 2/28
<b>Student Evaluation Reports</b> <i>Mylea will keep the survey open for two weeks, and send evaluation report to HS Teacher, Faculty Designee, and Associate Director of Dual Enrollment/CCAP</i>	Mylea	10/14 - 10/18	1/5 - 1/15	2/14 - 2/28	3/10 - 3/14
<b>Conduct Site Visit* Recommendation</b> <i>One section/HS period per HS Teacher, per course is required</i>	Faculty Designee	10/21 - 11/8	1/19 - 2/9	3/3 - 4/4	3/14 - 4/4
<b>(New) Submit Site Visit Form to faculty_evals@cuesta.edu, Determination for Renewal Form to the Dual Enrollment Office</b>	Faculty Designee Office of Instruction Kristina	Friday, Nov. 15th	Thursday, Feb. 13th	Friday, April 11th	Friday, April 11th

*\*Site Visit Forms should be submitted to the Office of Instruction at faculty\_evals@cuesta.edu. AdobeSign can be initiated by the Dual Enrollment Office for e-signatures*

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## Additional Information



High school specific start and end dates, as well as campus closures for winter and spring breaks:

HIGH SCHOOL	FIRST DAY OF SCHOOL	WINTER BREAK	2ND SEMESTER START DATE	SPRING BREAK	LAST DAY OF SCHOOL	HS Campus Closures Outside of Cuesta (For Cuesta Led)
Arroyo Grande High School	8/15/2024	12/23 - 1/10/2025	1/13/2025	4/21 - 4/25/2025	6/6/2025	11/25 - 11/27; 2/10; 4/21 - 4/25
Atascadero High School	8/14/2024	12/23 - 1/3/2025	1/8/2025	4/14 - 4/21/2025	6/5/2025	10/14; 11/25 - 11/27; 12/2; 2/10; 3/10; 4-14-4/21
Central Coast New Tech High School	8/15/2024	12/23 - 1/10/2025	1/13/2025	4/21 - 4/25/2025	6/6/2025	11/25 - 11/27; 2/10; 4/21 - 4/25
Coast Union High School	8/15/2024	12/19 - 1/5/2025	1/6/2025	3/24 - 3/28/2025	6/4/2025	
Grizzly Youth Academy	7/15/2024	12/9 - 1/10/2025	1/13/2025	n/a	6/6/2025	
Juvenile Court School	7/1/2024	12/24 - 12/27/2024	12/30/2024	n/a	6/27/2025	
Loma Vista Community School	8/19/2024	12/23 - 1/3/2025	1/2/2025	4/21 - 4/25/2025	6/4/2025	
Mission College Preparatory	8/14/2024	12/20 - 1/6/2025	1/7/2025	4/21 - 4/25/2025	5/30/2025	
Morro Bay High School	8/15/2024	12/19 - 1/6/2025	1/7/2025	3/24 - 3/28/2025	6/5/2025	
Nipomo High School	8/15/2024	12/23 - 1/10/2025	1/13/2025	4/21 - 4/25/2025	6/6/2025	11/25 - 11/27; 2/10; 4/21 - 4/25
Pacific Beach High School	8/15/2024	12/19 - 1/6/2025	1/7/2025	3/24 - 3/28/2025	6/5/2025	
Paso Robles High School	8/15/2024	12/23 - 1/6/2025	1/7/2025	4/18 - 4/25/2025	6/5/2025	10/14; 11/25 - 11/27; 3/17; 3/28; 4/18 - 4/25
Templeton High School	8/20/2024	12/23 - 1/3/2025	1/6/2025	4/14 - 4/18/2025	6/5/2025	10/14; 11/25 - 11/27; 4/14 - 4/18
Shandon High School	8/15/2024	12/21 - 1/5/2025	1/6/2025	4/13 - 4/26/2025	6/5/2025	

  

HIGH SCHOOL	FIRST DAY OF SCHOOL	2ND TRIMESTER START DATE	WINTER BREAK	3RD TRIMESTER START DATE	SPRING BREAK	LAST DAY OF SCHOOL
San Luis Obispo High School	8/15/2024	11/12/2024	12/19 - 1/6/2025	3/4/2025	3/24 - 3/28/2025	6/5/2025

### Mileage:

Mileage can be reimbursed from the SLO Campus to High School in accordance with Google Maps mileage between SLO Campus and High School Site

Please submit your Mileage Log to the Dual Enrollment/CCAP Office for further processing

Mileage Log can be found here: [https://www.cuesta.edu/about/depts/fiscal/Accounts\\_Payable\\_Forms.html](https://www.cuesta.edu/about/depts/fiscal/Accounts_Payable_Forms.html)

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