

Dual Enrollment

DUAL ENROLLMENT (CCAP) PROCESS

Overview:

In California's Education Code, the term "dual enrollment" is defined as "special part-time" or "special full-time" students – that is, high school or other eligible special admit students enrolling in community college credit courses (Education Code Section 76004). This includes enrichment opportunities such as but not limited to summer school, after school, or distance education. One subset of dual enrollment at Cuesta College is the College and Career Access Pathways (CCAP) Program, which is college approved curriculum taught in closed sessions at the high school within the regular high school day (governed by AB 288/AB 30). Instruction is typically taught by high school teachers ("High School Dual Enrollment Teachers") who meet California Chancellors' Office minimum qualifications in the course discipline (in the "High School Teacher-Led" Dual Enrollment model). The exception is when the secondary district requests a college instructor to teach a course online (in the "Cuesta Instructor-Led" Dual Enrollment model) - for example when the High School Dual Enrollment Teacher does not meet the Minimum Qualifications. A list of the Minimum Qualifications and Equivalency Petition and process for all courses are available online through Cuesta College's Human Resources website.

The CCAP MOU Agreements with each high school district are established every three years and must be approved by the secondary school district board as well as the San Luis Obispo County Community College Board of Trustees before being finalized by the California Community College's Chancellor's Office. District-specific course lists must be approved annually by the secondary school board and Cuesta College's Board of Trustees (governed by AB 288/AB30). The Dual Enrollment Office will forward the list of the next academic year's CCAP offerings to the President of the Academic Senate to include as an information item on an Academic Senate Council agenda.

Program Components, Course Approval Processes, and Course Delivery outlined below apply to all existing and future dual enrollment courses.

Program Components:

High School Teacher-Led CCAP Courses:

1. Curriculum must address all outcomes, objectives, and content in the approved Cuesta College Course Outline of Record (COR) and reflected in the approved high school outline. The high school district is responsible for the purchasing of all textbooks and course materials.
2. The High School Dual Enrollment Teacher must meet California Chancellors' Office approved Minimum Qualifications in the discipline(s) designated on the COR and complete the Cuesta College Human Resources verification process. A High School Dual Enrollment Teacher employed by the high school to teach a High School Teacher-Led CCAP course does not earn Cuesta College load or Cuesta College employee benefits for the CCAP courses – even if the high school dual enrollment teacher is also a Cuesta College faculty member. Each high school

dual enrollment teacher is required to participate in a dual enrollment orientation before teaching a CCAP course for the first time.

3. All roles of the high school dual enrollment teacher are outlined in the annual High School Dual Enrollment Teacher Agreement. The High School Dual Enrollment Teacher, once per year per course, is responsible for the following: positive attendance records or census (depending on accounting method), student learning outcomes data collection, grade submission, and accurate roster submission by designated date. In addition, they are responsible for coordinating with the Dual Enrollment Office to facilitate successful registration for students.
4. The High School Dual Enrollment Teacher is required to meet with the Cuesta College Faculty Designee as follows¹:
 - a. For new Dual Enrollment Course Requests: Meet with the Cuesta College Faculty Designee in the Spring semester prior to intended implementation of Dual Enrollment, review course requirements and curriculum in the Course Outline of Record, including course expectations, Student Learning Outcomes, objectives, topics and scope, assignments, assessments, and required/recommended course materials.
 - b. For Continuing Dual Enrollment Courses: Meet with the Cuesta College Faculty Designee once per year for a site visit to conduct a course evaluation according to the provided rubric and a review of the following:
 - i. Changes in the Course Outline of Record, and
 - ii. Adequate college-level rigor is matched in the high school course.
5. The Dual Enrollment Office will contact the Division Chair to request a Faculty Designee per course, per Dual Enrollment High School Teacher. If a Division Chair is not present or not available, the Dual Enrollment Office will contact the Department faculty for the course to request a Faculty Designee.
6. The Cuesta College Faculty Designee will contact the High School Dual Enrollment Teacher at the start of the academic year to finalize the dual enrollment course syllabus. The Faculty Designee will also provide course evaluation and oversight of instruction to ensure all Title 5 and Education Code requirements are met and the course continues to meet the rigor and expectations of college-level teaching. The Faculty Designee will serve as a resource for the High School Dual Enrollment Teacher, such as providing course outlines, syllabi, curriculum materials, and advising on testing and grading procedures.
7. The Dual Enrollment Office will provide a High School Dual Enrollment Teacher orientation, manual, and resources, as well as other materials/resources that may be applicable.
8. The Dual Enrollment Office will coordinate all operational components of the process including coordination of approval process, scheduling courses with input from high school master calendar and Cuesta College Office of Instruction, supporting registering students successfully, and maintaining audit files as required by accreditation and Education Code.
9. Cuesta College faculty can suggest courses to be offered as CCAP by completing the Department Participation Form.

¹ Compensation and requirements for the Faculty Designee are specified in a specific MOU. Any stipulations in the MOU must be adhered to.

- a. This form will provide an avenue to indicate interest in discussing overlaps in course content with high schools offering a similar course.
- b. This form must be approved by the Division Chair and Dean and sent to the Dual Enrollment Office no later than October 15 for possible course offering the following academic year.
- c. The Dual Enrollment Office will use the submitted forms to create a Cuesta College Dual Enrollment Interest List annually. This list will be used in partnership development meetings with high school administrators as possible opportunities.

Cuesta Instructor-Led CCAP Courses:

1. Curriculum is delivered by the Cuesta College faculty in accordance with the Cuesta College Course Outline of Record (COR). The Cuesta College faculty works collaboratively with the High School Dual Enrollment Teacher. The high school district is responsible for the purchasing of all textbooks and course materials.
2. The High School Dual Enrollment Teacher is not required to meet the California Chancellors' Office approved Minimum Qualifications in the discipline(s) designated on the COR, but are required to participate in Cuesta College's Human Resources clearance process, as well as pay for any clearance component, prior to the start of the Cuesta College course. Each High School Dual Enrollment Teacher is required to participate in a dual enrollment orientation with the Dual Enrollment Office before participating in this model for the first time.
3. All roles of the High School Dual Enrollment Teacher are outlined in the Cuesta Instructor-Led High School Dual Enrollment Teacher Agreement. Additionally, the High School Teacher will work closely with the Cuesta College course instructor to complete and sign the Cuesta College Instructor-Led Dual Enrollment Course Agreement.
4. The High School Dual Enrollment Teacher additionally is responsible for coordinating with the Dual Enrollment Office to facilitate successful registration for students.
5. The Cuesta College Dual Enrollment Office will provide a High School Dual Enrollment Teacher orientation, manual and access to a Dual Enrollment Teacher Learning Management System (LMS) shell, as well as other materials that may be applicable.
6. The Dual Enrollment Office will coordinate operational components of the process including scheduling courses with input from high school master calendar and Cuesta College Office of Instruction, successful student registration, and audit files as required by accreditation and education code.
7. Cuesta College Faculty can suggest courses to be offered as Cuesta Led CCAP by completing the Department Participation Form.
 - a. This form will provide an avenue to indicate interest in discussing overlaps in course content with high schools offering a similar course.
 - b. This form must be approved by the Division Chair and Dean and sent to the Dual Enrollment Office no later than October 15 for possible course offering the following academic year.
 - c. The Dual Enrollment Office will use the submitted forms to create a Cuesta College Dual

Enrollment Interest List annually.

- d. The Dual Enrollment Interest List will be used in partnership development meetings with high school administrators as possible opportunities.

Course Approval Process:

High School Teacher-Led CCAP Courses:

1. To propose a course for Dual Enrollment, the high school Dual Enrollment Coordinators will complete the "Request for Cuesta College CCAP Course Form" and submit it, along with the materials including the course syllabus and other requested supporting materials to the Dual Enrollment Office no later than the last Friday in January of the preceding academic year.
2. By mid-February, the Dual Enrollment Office and Division Chair will designate a faculty member to be the specified liaison and the person responsible for all curriculum/content and program evaluation.
3. After Faculty Designee allocation; the Dual Enrollment Office will provide the Office of Instruction with a formal list of continuing and potential new course offerings for the upcoming academic year (new and renewed courses).
4. The Dual Enrollment Office will help to coordinate curriculum review meetings between dual enrollment teachers and Cuesta College Faculty Designees. During the meeting, the designated faculty will work with the high school instructor to review curriculum, student learning outcomes, appropriate level of rigor, evaluation methods, and assessment tools. These meetings will take place in the spring semester, and the determination must be made no later than 3rd Friday in April to facilitate the formal agreement process.
 - a. Each respective instructor/campus should bring the following to the Curriculum Review meeting:
 - Approved Cuesta College and high school Course Outline of Record
 - Student Learning Outcomes or relevant secondary assessment
 - Examples of student work (with rubrics)
 - Examples of exams
 - Textbook/instructional materials
 - Required lab components, if applicable
 - b. If the course requires a laboratory component, it is strongly recommended that the designated Cuesta College faculty meets with the high school instructor at the high school site to evaluate necessary equipment.
 - c. After the Curriculum Review meeting, the Faculty Designee will submit a Curriculum Consideration Form to the Dual Enrollment Office. The form will indicate whether the course has been approved, denied, or pending for offering as a CCAP course for the following academic year. After discussion, if there is a need for revision, the course will be considered "Pending" and given a reasonable deadline for all revised materials to be given to the Cuesta College designated faculty. Upon final review, the Cuesta College designated faculty member will complete a second version of the form with a final decision, including signature. The course will not be included in the following academic year without a final "Approve" decision and signature.
5. All "Approved" courses will be added to master district-specific CCAP Course List that will go to the high school district Board of Trustees and Cuesta College Board of Trustees prior to the next academic year.

Cuesta Instructor-Led CCAP Courses:

1. To propose a course, both returning and new, for CCAP/Dual Enrollment, the high school Dual Enrollment Coordinators will complete the “Request for Cuesta College CCAP Course Form” and submit it, along with the materials including the course syllabus and requested supporting materials to the Dual Enrollment Office no later than the last Friday in January of the preceding academic year.
2. By mid-February, the Dual Enrollment Office will send Division Chairs the compiled course requests lists for classes in their area for the next academic year. The Division Chair will communicate if the Division would like to move forward with the request and designate a faculty member to be the potential instructor of record.
3. Before entering into a Cuesta Led collaboration, the Division Chair will review parameters and format of high school classroom and student enrollment patterns (i.e. designated periods of dual enrollment, number of projected students, CTE pathway designation, and/or high school Course Outline of Record).
4. Dual Enrollment Office will coordinate a collaboration meeting between Cuesta faculty, high school faculty, administrators, and go through the Cuesta College Instructor-Led Dual Enrollment Course Agreement to determine that the collaboration can move forward.
5. Once course is approved and Cuesta Led Course Agreement is signed and returned to the Dual Enrollment Office, the Division Chair assigns faculty load in collaboration with Instructional Specialists.
6. All Cuesta Led courses will be added to district-specific CCAP Course List by high school district that will go to the high school district Board of Trustees and Cuesta College Board of Trustees prior to the next academic year.

Course Delivery:**High School Teacher-Led CCAP Courses:**

If a determination is made that a course will be offered the subsequent academic year, the following must take place before the start of the course:

1. All CCAP MOUs (3-year increments) and annual CCAP Course Lists must be approved by both the secondary district school board and the Cuesta College Board of Trustees prior to the academic year. In the annual course request lists, the following information must be included: high school course name, high school instructor name, Cuesta College course name, estimated number of students eligible for college enrollment, projected FTES, and identification of the CCAP legislative umbrella. These agreements and course lists will be drafted by the Dual Enrollment Office and finalized and presented by Office of Instruction.
2. The High School Dual Enrollment Teacher must complete the Cuesta College Human Resources verification process. The Cuesta College Human Resources verification process includes: higher education transcripts to verify high school teacher meets the approved minimum qualifications, employment data form, identification and Social Security card, fingerprint report, and TB clearance. The High School Dual Enrollment Teacher is responsible for any cost associated with the Human Resources clearance process. In addition, the new High School Dual Enrollment Teachers must complete an orientation offered in the summer before their first year. Additionally, each CCAP High School Dual Enrollment Teacher will be required to sign an Agreement annually which delineates all responsibilities as a high school dual enrollment teacher.
3. The high school designated Dual Enrollment Coordinator, as outlined in the CCAP MOU, will provide Cuesta College the master schedule of high school courses to be offered as CCAP courses in accordance with the agreement deadlines. Any changes to the master schedule will be communicated to the Dual Enrollment Office as soon as possible.
4. The Dual Enrollment Office will work with Office of Instruction to schedule courses. CCAP courses will use either Daily or Positive Attendance Accounting Methods and will be closed to the community at large, if eligible, through a CCAP agreement. Courses are listed in Open Class Finder, but under restriction to prevent a non CCAP student from registering in the CRN.
5. Courses are scheduled as they are offered at the high school in accordance with the bell schedule. Most courses are year-round at the high school site and will meet for more hours than needed for the college course. Courses will typically start in late fall semester and go until the beginning of June.
6. If the high school teacher misses ten instructional days, they must notify the Dual Enrollment office and may have their course status impacted. The Dual Enrollment Office will count the number of actual contact hours to ensure that the class has met with the designated high school teacher for the minimum required number of hours. If the minimum number of hours cannot be met, then the Cuesta College course will be canceled. This is to ensure that instruction is provided by a person who meets the California Community College Chancellor's Office Minimum Requirements.
7. High school teachers will be the instructor of record and are responsible for the following: creating the syllabus, submitting grades, submitting attendance records or census, and collecting student learning outcomes data. They are also required to participate in an annual site review of curriculum, led by the Cuesta College Faculty Designee, including an observation and a review of the course evaluation results (See Cuesta College Assessment of Dual Enrollment Instructional Program Process).

Cuesta Instructor-Led Dual Enrollment Courses:

1. All CCAP MOUs (MOUs are created in 3-year increments) and annual CCAP Course Lists must be approved by both the secondary district school board and the Cuesta College Board of Trustees prior to the academic year. In the annual course request lists, the following information must be included: high school course name, high school teacher name, Cuesta College course name, estimated number of students eligible for college enrollment, projected FTES, and identification of the CCAP legislative umbrella. These agreements and course lists will be drafted by the Dual Enrollment Office and finalized and presented by Office of Instruction.
2. The High School Dual Enrollment Teacher must complete the Cuesta College Human Resources verification process. The Cuesta College Human Resources verification process includes: employment data form, identification and Social Security card, fingerprint report, and TB clearance. The High School Dual Enrollment Teacher is responsible for any cost associated with the Human Resources clearance process. In addition, they must complete a specific orientation offered in the summer before their first year. Additionally, each CCAP High School Dual Enrollment Teacher will be required to sign a Cuesta-Led High School Dual Enrollment Teacher Agreement annually which delineates all responsibilities as a High School Teacher in the partnership.
3. The high school designated Dual Enrollment Coordinator, as outlined in the CCAP MOU will provide Cuesta College the master schedule of high school courses to be offered as CCAP courses in accordance with the agreement deadlines. Any changes to the master schedule will be communicated to the Dual Enrollment Office as soon as possible.
4. High School Dual Enrollment Teachers in the Cuesta Led dual enrollment model will be required to participate in a live training of Cuesta College's Learning Management System (LMS) and complete a self-paced LMS training prior to the beginning of their first Cuesta Led Dual Enrollment course. Additionally, the Cuesta College instructor of record will add the High School Dual Enrollment Teacher as a 'HS Teacher' in our LMS prior to the beginning of the course.
5. It is required that there will be at most one Cuesta Led dual enrollment course per high school period and expected that all high school students enrolled in the periods are registered for dual enrollment. If students drop the course, materials may still be available through the LMS, such as the student being added as an 'Observer' in the LMS course. Refer to the Cuesta College Instructor Led Dual Enrollment Course Agreement for specifics related to the agreed upon methods for disseminating materials to non-dual enrolled students.
6. Cuesta College course materials in LMS are intended to be used and distributed to students registered for dual enrollment. Materials may be used in other contexts with prior agreement from the original Cuesta instructor who created the materials.