



0 FACULTY QUICK WORKSHEET

- 3.4 Minimum Qualifications Met
- 4.1 Current SLOs are approved.
- 4.2 Current Objectives are approved.
- 4.3 Current Course Topics and Scope are Approved.
- 4.4 Current student assessments/projects/rubrics are approved, and fit Methods of Evaluation listed in Cuesta-approved Course Outline of Record
- 4.5 Current Textbook is Approved

As the faculty designee for dual enrollment, the course is

- APPROVED     NOT APPROVED\*
- PENDING COMPLETED

\*Reasons for denial provided.

THIS FORM WILL BE COMPLETED NO LATER THAN PENDING COMPLETION DATE AND BE GIVEN TO THE DUAL ENROLLMENT OFFICE. ALL COMPLETED REVIEWS WILL BE GIVEN TO THE DUAL ENROLLMENT/CCAP OFFICE FOR PROCESSING.

1 CUESTA DEPARTMENT

2 HIGH SCHOOL SITE

1.1

CUESTA COURSE NAME (e.g. HIST 207A)

2.1

HIGH SCHOOL COURSE

2.3

COURSE DURATION

1.2

CUESTA FACULTY NAME (S)

2.2

HIGH SCHOOL INSTRUCTOR

YEAR

SEMESTER ONLY

3 REQUIRED MINIMUM QUALIFICATIONS

3.1

List the **MQDD** (Minimum Qualifications Discipline Designation) that is recorded on the **COR** (Course Outline of Record) for the course being considered for dual enrollment.

3.2

Then list the **Minimum Qualifications** (Minimum Qualifications for Faculty and Administrators in California Community College, Chancellor's Office) that represent the **MQDD**.

3.3

List the high school instructor's earned **degree**, as confirmed on their (unofficial) transcript.

3.4

ARE THE MINIMUM QUALIFICATIONS MET, based on the degree listed above? (The HS teacher's degree must be an exact match of an MQ degree listed in the MQDD)

\*If no, then refer to the Equivalency option.

- YES     NO

3.5

SIGNATURE CONFIRMATION OF DIVISION CHAIR (IF DIVISION CHAIR REVIEW IS REQUESTED)



## 4 COURSE REVIEW

### 4.1 STUDENT LEARNING OUTCOMES (SLOS)

(Please list any outcomes that need to be added prior to offering as dual enrollment)

▶  4.1 Current SLOs are approved.

### 4.2 OBJECTIVES

(Please list any content objectives that need to be added prior to offering as dual enrollment)

▶  4.2 Current Objectives are approved.

### 4.3 TOPICS AND SCOPE

(Please list any topics that need to be added to the high school course prior to offering as dual enrollment)

▶  4.3 Current Course Topics and Scope are Approved.

If you need extra space to provide any additional information, use the space next page.

### 4.4 STUDENT ASSESSMENT, STUDENT WORK/ PROJECTS, RUBRICS

(Please list any components that need to be added prior to offering as dual enrollment)

▶  4.4 Current student assessments/projects/rubrics are approved, and fit Methods of Evaluation listed in Cuesta-approved Course Outline of Record

### 4.5 TEXTBOOK/CLASS MATERIALS/LAB EQUIPMENT (IF APPLICABLE)

(Please list any components that need to be added prior to offering as dual enrollment)

▶  4.5 Current Textbook is Approved

## 4.6 HIGH SCHOOL TEACHER SIGNATURE



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HIGH SCHOOL TEACHER SIGNATURE

As the high school teacher, I understand that the above components, topics, and class materials must be added and demonstrated before the course can be offered as dual enrollment. I will send documentation to the above faculty member and dual enrollment office no later than the pending completion date.

## 5 CUESTA COLLEGE FACULTY SIGNATURE

As the faculty designee for dual enrollment, the course is

APPROVED     NOT APPROVED\*

PENDING COMPLETED



\_\_\_\_\_  
CUESTA COLLEGE FACULTY SIGNATURE



**ADDITIONAL INFORMATION**

If you need extra space to provide any additional information, use the space below.

ITEM NO.

ITEM NO.

**\*REASONS FOR DENIAL**

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