

DUAL ENROLLMENT FACULTY ORIENTATION

August 1, 2023

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Union High School District



AGENDA

- Introductions/**Recording in Progress**
- Dual/Concurrent Enrollment Definition
- The High School Student
- Course Outline Record and The Syllabus
- Expectations from Instruction
- Books, Rosters & Deadline Dates
- Course Modality, Office Hours & Attendance
- The Student Experience
- Canvas & My Canyons
- Canyons Connects
- Grading
- FERPA
- Your Contacts
- Q&A





FLEX CREDIT UPDATE

Faculty can receive FLEX CREDIT for participating in this Orientation. If desired, your name will be submitted at the end.

<https://login.visionresourcecenter.cccco.edu/login>

#92F Topic Dual Enrollment Orientation: Fall 2023

Tue, Aug 1, 2023, 9:00 AM - 10:30 AM PDT

Register by Wed, Aug 2, 2023, 9:00 AM PDT



WHO IS WITH US TODAY?



Please introduce yourself!

- What course(s) are you teaching?
- How long you have been teaching?
- What is your experience teaching in our Dual Enrollment and/or the College NOW! program?



EARLY COLLEGE PROGRAMS

SPECIAL ADMISSION PROGRAMS FOR HIGH SCHOOL STUDENTS

	Dual Enrollment	Concurrent Enrollment College NOW! Program
High School Eligibility (BP 5010)	Grades 9 – 12* *High schools may choose to limit eligibility	Grades 11 - 12
Access	Students MUST be enrolled at the participating high school. Participating high school must have a board approved CCAP agreement.	Grades 11 – 12 & Open to the public
Class Formats for Fall 2023	100% in-person * Hybrid * OnlineLIVE * Online	100% in-person * Hybrid * OnlineLIVE * Online
Meeting Times	DURING THE SCHOOL DAY Period 0 – Period 7	OUTSIDE OF THE SCHOOL DAY
Start/End Dates	August 8* – December 8 *Start dates vary	August 21 – December 9
Locations for Fall 2023	Canyon * Castaic * Golden Valley * Hart * Valencia * West Ranch SCVi * Opportunities For Learning (OFL) * Gorman Learning	Valencia & Canyon Country campus Online
Registration	Completed by COC Early College Department	Student Responsibility Fall registration began June 15
Enrollment Fees	Tuition & fees waived – 100% FREE	Tuition waived (\$46/unit) Student responsible for college fees If combined with dual enrollment, 100% waived
Textbooks	Provided by COC	Student Responsibility


DUAL ENROLLMENT

- Fall dual enrollment **begin as early as August 8!**
- **Hart District High Schools:**

Castaic High School – all sections are 100% in-person

- Tuesday, August 8: Tu/Th Credit sections
- Wednesday, August 9: M/W Credit Classes
- Friday, August 18: Non-Credit sections (first session)

All other High Schools – sections are either In-person, Hybrid, OnlineLIVE or Online

- Begin week of August 14
 - Add/drop and withdraw deadlines are calculated by percentage of meeting dates.
 - In-person class meetings are NOT held on high school campus closure days and/or scheduled minimum days. Dates will be provided by Kari for planning purposes.
 - Courses taught by College faculty.
 - College courses that must meet CSLO, no modifications.
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THE HIGH SCHOOL STUDENT

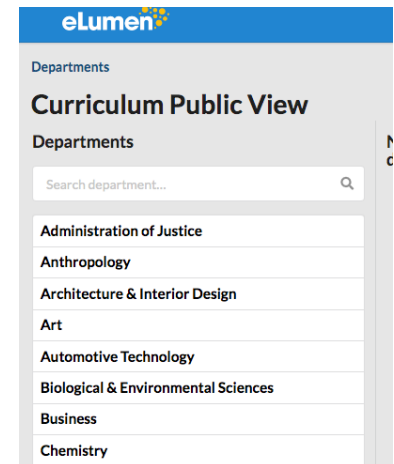
WHAT DO WE NEED TO KNOW?

- Classroom management
- Lesson design
- Frequent feedback
- Communication from the school
- Mandated Reporting



COURSE OUTLINE OF RECORD (COR)

- The official course information for all the active courses offered by College of the Canyons is available for viewing and printing from the [College of the Canyons eLumen site](#).
- The COR clearly lays out the expected content and objectives for a course for use by **every faculty member** who teaches the course.
- Course outlines provide a type of **quality control**, since community college courses are commonly taught by many full and part-time faculty members.
- In order to ensure that core components are covered in all sections of a course, the integrity of the instruction relies on the COR to specify those elements that will be covered by all faculty members who teach the course.



KEY COMPONENTS OF THE COR

- The COR includes important information every instructor should review:
 - ***Course Student Learning Outcomes (CSLOs)**
 - Expected "in class" and "out of class" student hours
 - Methods of Instruction
 - **Methods of Evaluation**
 - Suggested Textbooks
 - Course Objectives
 - Course (Content) Outline
 - DLA (Distance Learning Addendum) for most courses taught as part of Dual Enrollment
 - *CSLOs are of critical importance as they should be the driver of many, if not all, elements of the COR. CSLOs should be copied from the COR and placed prominently on instructor syllabi per accreditation requirements (Standard IIA3).

CREDIT CLASS:
(1 unit = 2 hours of outside of class time per week.)

3 unit course = 3 hours in-class instruction & 6 hours of work outside of class)



SYLLABI DESIGN

- Effective teaching and learning: partnership between faculty and students.
- Consider the syllabus a **contract** between faculty and students: it provides a binding **agreement** stating your expectations, how the student should proceed, and how faculty will evaluate the student.
- “The syllabus functions as a major communication device that provides details of how student learning will be assessed and about the roles of both student and instructors in the learning and assessment process.” (Habaneck, DV. An Examination of the Integrity of the Syllabus, College Teaching, 2005; 53:62–4)



SYLLABUS GUIDELINES

Contact your Department Chair or refer to **Appendix II of the handbook** for further guidelines on constructing a course syllabus. In general, each syllabus should include and consider the following guidelines:

- At a minimum, the dual enrollment syllabus must include the college name, official course title, course prefix and number, section number, and SLOs.
- Faculty are encouraged to include additional Syllabus Elements from the approved Academic Senate guidelines (see Appendix II – Effective Syllabus Design).
- At least **one week** prior to the start of the course, dual enrollment faculty are encouraged to ask the College discipline-specific Department Chair or Curricular & Assessment Coordinator (where appropriate) to review the syllabus.
- **Student Learning Outcomes**, found in the official [Course Outline of Record](#), must be noted on the syllabus.
- Methods of Evaluation must be included, as per the official [Course Outline of Record](#), that denotes an appropriate grading scheme for the course.
- The syllabus should include a statement regarding academic integrity. Issues of cheating and plagiarism are pervasive on today's college campuses. Though there are alarming statistics of students who know what plagiarism is, there are still a number of naive students who do not truly understand the concept. Let students know what the policies are, and what the consequences of academic dishonesty entail. Refer to the college website for very specific information on [conduct policies](#).
- An electronic copy of the syllabus must be provided to the appropriate College of the Canyons [Dean](#), at the beginning of the semester, for accreditation documentation.

ACADEMIC SENATE SYLLABI RECOMMENDATIONS (2016)

<u>Required:</u>	<u>Strongly Recommended</u>	<u>Recommended</u>	<u>Optional**</u>
College Name	Instructor(s) Name	Course Description	Academic Integrity
Official Course Title	Office Hours and Location	Missed Exam Policy	Course Objectives
Course Prefix and Number	Instructor(s)' Contact Information	Grade Scale to Determine Final Grade	Department Grading Policies
Term	Schedule and Location(s) of Class Meeting(s)	List of Graded Assignments and Value in Relation to Final Grade	Units
Section Number(s)		Late Policy for Assignments	Outline of all Content covered in course
SLO(s)		Absence/Tardy Policy	Prerequisites
		List of Class Meetings & Relevant Assignments	Submission Policy
		Schedule Change Policy	Revision of Assignments Policy
			Classroom Courtesy
			Add/Drop Deadlines


ADDITIONAL SYLLABUS RESOURCES: EQUITY-MINDEDNESS

- Academic Senate of California Community Colleges
 - <https://www.asccc.org/content/equity-centered-syllabus-journey>
- Center for Urban Education: Syllabus Review Guide
 - <http://cue-equitytools.usc.edu/>
 - https://www.cuesta.edu/about/documents/vpaa-docs/Syllabus_Review_Protocol_CUE.pdf
- "From Blah to Bling: Building an Equity-Minded Syllabus"
 - https://ccconlineed.instructure.com/courses/2533/pages/from-blah-to-bling-building-an-equity-minded-syllabus?module_item_id=155884
- Fresno City College "Equity-Minded Syllabus Design Session"
 - <https://www.youtube.com/watch?v=Uvbd-ZDhnyc>





GENERAL EXPECTATIONS OF THE INSTRUCTION OFFICE

- Faculty don't be afraid to ask questions.
 - All in-person class sessions begin and end on time. Do not release students early.
 - Daily attendance is tracked (for Positive Attendance sections at Castaic High)
 - Faculty absences are required to be reported and the processes identified in the Handbook are followed. (A sub must be secured for dual enrollment sections.)
 - Faculty practice strategies for engaging students and improving retention outlined in *Appendix I* of the Handbook.
 - Faculty use Canvas to include grade reporting and tracking for students.
 - Course content and instruction is focused on helping students achieve and demonstrate the student learning outcomes for the course.
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TEXTBOOKS & ROSTERS

○ Textbooks/E-Books/OER

- Approved by the academic department.
- Textbooks are provided to students. Students are issued textbooks through their high school library. This typically takes place the first week of class.
- E-Books are provided to students via their My Canyons student email after the first day of class.
- OER material is available online. If a student(s) express they would benefit from printed OER materials, we can arrange for this.

○ Rosters

- My Canyons class roster
 - Lists who is enrolled, days/times of the course, and add/drop and withdraw deadline dates.
 - If you are unable to access your roster, please email Kari Soffa.
- Consistently refer to your My Canyons class roster for accurate enrollment information, not your Canvas roster or the High School's roster.

COURSE MODALITY, OFFICE HOURS & ATTENDANCE

○ Dual Enrollment

- **Castaic High** – all classes are 100% in-person
 - **Faculty office hours** for credit sections are embedded in the class meeting time.
- **All Other High Schools** - all classes are hybrid with in-person class meetings on Tu/Th.
 - Orientation Letters should provide any additional information about **asynchronous (online)** expectations for the course. Asynchronous work can include readings, discussion boards, work, video lectures, etc. **Please have your Orientation Letter posted no later than **Friday, August 4th.****
 - **Faculty office hours** should be scheduled at a time that is reasonable for the high school students to access. Please post your office hours.
- Students are required to attend all in-person class meetings as scheduled. They need to be on time and should not leave early.
 - Castaic High – students involved in extra-curricular activities such as sports teams may be required to miss class for competition. We ask that these be excused absences.

RECORDING ATTENDANCE

- **Castaic High School** – all sections are "**Positive Attendance**" classes, which refers to the kind of attendance accounting that the College does for apportionment (funding).
 - Prior to the start of your course, Dianne Avery will send an email with instructions on collecting and reporting the accumulated attendance of each student. **Please be very careful to take and keep attendance throughout the course if you are teaching a Positive Attendance class.**
 - *Castaic High School will provide you with a daily class roster from their student system for their attendance records. You can ask for a copy of it.*
- **All Other High School Sites** - you will not be required to submit attendance to the college or high school; however, it is still helpful to take daily attendance.

ONLINE INSTRUCTION WEBSITE/RESOURCES

○ COC: Getting Started

- https://www.canyons.edu/academics/onlineeducation/facultysupport/continuity/instructional_continuity.php

○ COC Best Practices:

- Best Practices Website:
- https://www.canyons.edu/academics/onlineeducation/facultysupport/best_practices.php
- Course Design Checklist:
- <https://www.canyons.edu/resources/documents/academics/onlineeducation/CourseDesignChecklist.pdf>

○ Other resources

- Research Guide:
 - <https://researchguides.austincc.edu/c.php?g=895922>
- Instructional Design:
 - <https://www.angelo.edu/instructional-design/online-teaching/>
- Engaging the Reluctant Learner (30-minute webinar video)
 - https://tsc.techsmithrelay.com/svwE?utm_campaign=relay&utm_content=reluctant-learner&utm_medium=email&utm_source=lead

THE STUDENT EXPERIENCE

- All Dual Enrollment students have access to all college services and resources.
 - Academic Accommodations Center (AAC)
 - Academic Advising/Counseling
 - Library
 - Tutoring
 - My Canyons & Canvas
- Academic Accommodations Center (AAC)
 - Students need to complete AAC's process (application for service, supporting documentation & counseling appointment) to be evaluated for appropriate accommodations.
 - K-12 IEP/504 accommodations cannot be applied to a college course.
 - It is the student's responsibility to provide you with the accommodation letter from AAC.



CANVAS AND MY CANYONS

○ Canvas

- Make sure to set up your Canvas shell so the course and course activities can be available **BEFORE** the start of the semester (default date is 8/21/2023, change to your course start date to match your assigned section(s): 8/8/2023, 8/9/2023, 8/14/2023, 8/15/2023 or 8/18/2023).
- Please give students the link on your syllabus if you are using Canvas in your course and include in your Orientation Letter (Hybrid).
 - Recommendation: Have all students access your course on Canvas the first day of class. Either you, or the student, can reach out to earlycollege@canyons.edu if there are any issues.
- Keep students up to date on grades, access to lectures, etc.
- Create an interaction and dialogue.

○ Canyons ID & My Canyons

- All students have a Canyons ID single sign-on account, a My Canyons account and student email. If they are unable to access any of these, have them email earlycollege@canyons.edu for help.



Why Should I Use Canyons Connects?

"CANYONS CONNECTS"

<https://www.canyons.edu/student-services/connects/index.php>

- Canyons Connects (*Powered by Starfish*) is a student support program intended to improve student retention and success.
- The program allows for an instantaneous referral to help connect a student to support they need to succeed in your course.
- The software connects instructors, students, and campus services together under one umbrella.
- At **any time in the course**, instructors can "raise flags" to encourage students to seek academic assistance from the instructor or from the TLC, Counseling, or other services on campus.
- Instructors can send "KUDOS" (praise) to students to recognize their good work.
- For full-term courses like most dual enrollment classes, faculty will also receive requests to complete PROGRESS SURVEYS on their students within the first few weeks, prior to the midterm point, and before the withdrawal date for the course.



[Connect NOW](#)
[\(click here\)](#)



SAMPLE PROGRESS SURVEY



Survey

Save Draft Never Mind Submit

Check the appropriate box next to the student's name for whom you would like to report progress, adding comments if you choose. You can save your progress if you need to complete a report in multiple sittings. Click Submit to record that you have reviewed your students. Even if you don't have any progress to report, it is important that you click Submit to complete the process. Items you raise and comments you add will be visible to both students and academic advisers. Students are expected to take action based on your feedback.

Search

Name	No Feedback	Keep up the good work <i>i</i>	Unsatisfactory Participation <i>i</i>
Adams, Amelia 999999999	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Burns, Steven 987654321	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chen, Liu 912345678	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Denver, John 989898989	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frederick, Scott 900000000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gibbs, Barry 977977977	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name, Student 901234567	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parker, Peter 987987987	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smith, Jane 900900900	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stevens, LeTasha 955955955	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total items selected: 0

Displaying 20 Students

* Required fields

Save Draft Never Mind Submit

[CLICK HERE FOR VIDEO](#)

GRADING

- Inform the students of their grades throughout the term. Using a gradebook in Canvas is a great way to do this.
 - **Reminder – consult with Kari Soffa before processing any adds/drops or withdrawals for dual enrollment courses.**
- Grades are due within **48 hours of the end of your course.**
 - Avoid issuing an IP (In Progress) grade as it can impact the student's ability to graduate.
- Grades will be posted to their College of the Canyons transcript when you turn in your grades on My Canyons.
- Grades will be shared with the Hart District and will be added to the student's high school transcript at the end of the semester for Dual Enrollment courses ONLY.



YOUR CONTACTS

○ Your Department Chair and Dean

- <https://www.canyons.edu/administration/instruction/directory/index.php> (Dean)
- <https://www.canyons.edu/administration/instruction/directory/divisions/index.php> (Chair)

○ Kari Soffa, kari.soffa@canyons.edu

- Available if there are any logistical and/or technical issues at the high school or if you have any concerns.
- Available to work with students who are not showing up, having issues with connectivity, concerns you would like to share with the high school, student is not passing, etc.
- You will receive an email prior to the start of your course with helpful reminders and provide site point of contacts, login information, accessing the classroom, parking info and the process for checking in on the first day of class. Please do not reach out to the high schools until you receive this email.

○ Dianne Avery, dianne.avery@canyons.edu

- Dianne is available for any instructional related issues.



FERPA

- All student records are to be kept confidential. Please do not share student information with anyone but the student.
- Use the student's @my.canyons.edu email address only.
- Do not speak with parents about their student's grades or attendance in your class. If you have the parent part of a discussion, you must have the student's permission.
- Visit one of our many FERPA flex presentations for more information.



SCHOOL/DIVISION SUPPORT

- **APPLIED TECH: LINDA MALIK X3131**
- **BUSINESS: SARA STUART X3705**
- **CAREER ED, INTEGRATED LEARNING, AND THE EMPLOYMENT CENTER: KATHY HERNANDEZ X3743**
- **HEALTH PROFESSIONS AND PUBLIC SAFETY: JULIE LUTES X3557**
- **HUMANITIES: ARLETE LANSDOWN X3117**
- **KINESIOLOGY, PE AND ATHLETICS: LAUREN ANDERSON X3742**
- **MATHEMATICS, SCIENCES, AND ENGINEERING: SUSAN WILLS X3310**
- **SOCIAL AND BEHAVIORAL SCIENCES: LISETTE GODINEZ X3118**
- **VISUAL AND PERFORMING ARTS: CHRISTY INBERG X5013**
- **PPL - NON-CREDIT: ANGEL ROBINSON X3073**



FREQUENTLY ASKED QUESTIONS

- Office Hours
 - Castaic credit sections: included within the class meeting times
 - Castaic non-credit sections: office hours not required
 - All other sections: office hours need to be scheduled
- Contact Hours
 - Sections run for 17- 18 weeks, but with high school schedule days off (i.e. fall breaks, Thanksgiving break), the contact hours are the same as a 16-week section
- Mileage Reimbursement
 - Per the AFT contract mileage is paid if an instructor teaches at two separate locations on the same day.
- Office Space



ADDITIONAL BENEFITS

- Flex credit - DE faculty professional development workshop given each semester.
- Paid office hours without having to schedule them outside of the class session.
- Mileage if teaching in-person classes at multiple sites on the same day.
- Increased employability – It is negotiated through AFT that dual enrollment classes are specialized classes that are outside the scope of the DOC/DOH list. This means the sections are assigned outside of the “pool” process unlike on-campus classes where assignments are based on where an instructor falls in the pools.



IN CLOSING....

Questions
to Ask

