

Faculty, Instructor, and Administrator Handbook

Concurrent Enrollment Program

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Welcome!

Concurrent Enrollment Program.

We are excited to partner with you and your high school to offer concurrent enrollment courses to your students. This handbook is designed to give all high school instructors, administrators, and faculty liaisons thorough information about the Concurrent Enrollment Program at NHCC. If you have any questions, please reach out.

Katie Elsbernd, Director of Partnerships & Collaboration
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After a high school instructor is approved to teach in the NHCC Concurrent Enrollment Program, they are assigned a faculty liaison. The faculty liaison is typically a full-time, credentialed instructor and teaches in the same discipline as the high school instructor. Faculty liaisons work with the high school instructors before the course is offered to ensure that class rigor, learning outcomes, grading standards, syllabi approval, and assessment measures will be met.

During the course, faculty liaisons are available to support the high school instructor, ensure that all NACEP (National Alliance of Concurrent Enrollment Partnerships) and program requirements are met, and enters official grades at the end of the term. All NACEP and program requirements are stored.

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Roles and Responsibilities of the Program

High school instructors and assigned faculty liaisons are expected to work closely together to offer students a rigorous, college-level learning experience identical to that offered in an on-campus setting.

NHCC will track and monitor all program expectations through our online database, D2L. All high school instructors and faculty liaisons have access to the concurrent enrollment D2L webpage where they will find announcements, expectations, and forms.

Syllabus

During discipline-specific orientation, high school instructors and faculty liaisons work together to create the high school syllabus.

North Hennepin faculty are required to follow certain standards set forth by Minnesota State and their academic department, but for the most part, have academic freedom in building their own course syllabus.

Our high school partners have this same freedom, however, their syllabus should indicate:

- 1. That the course is a North Hennepin course**
- 2. Highlight departmental designations, course descriptions, numbers, titles, credits**
- 3. Highlight identical learning outcomes**
- 4. Highlight comparable grading scale and standard**

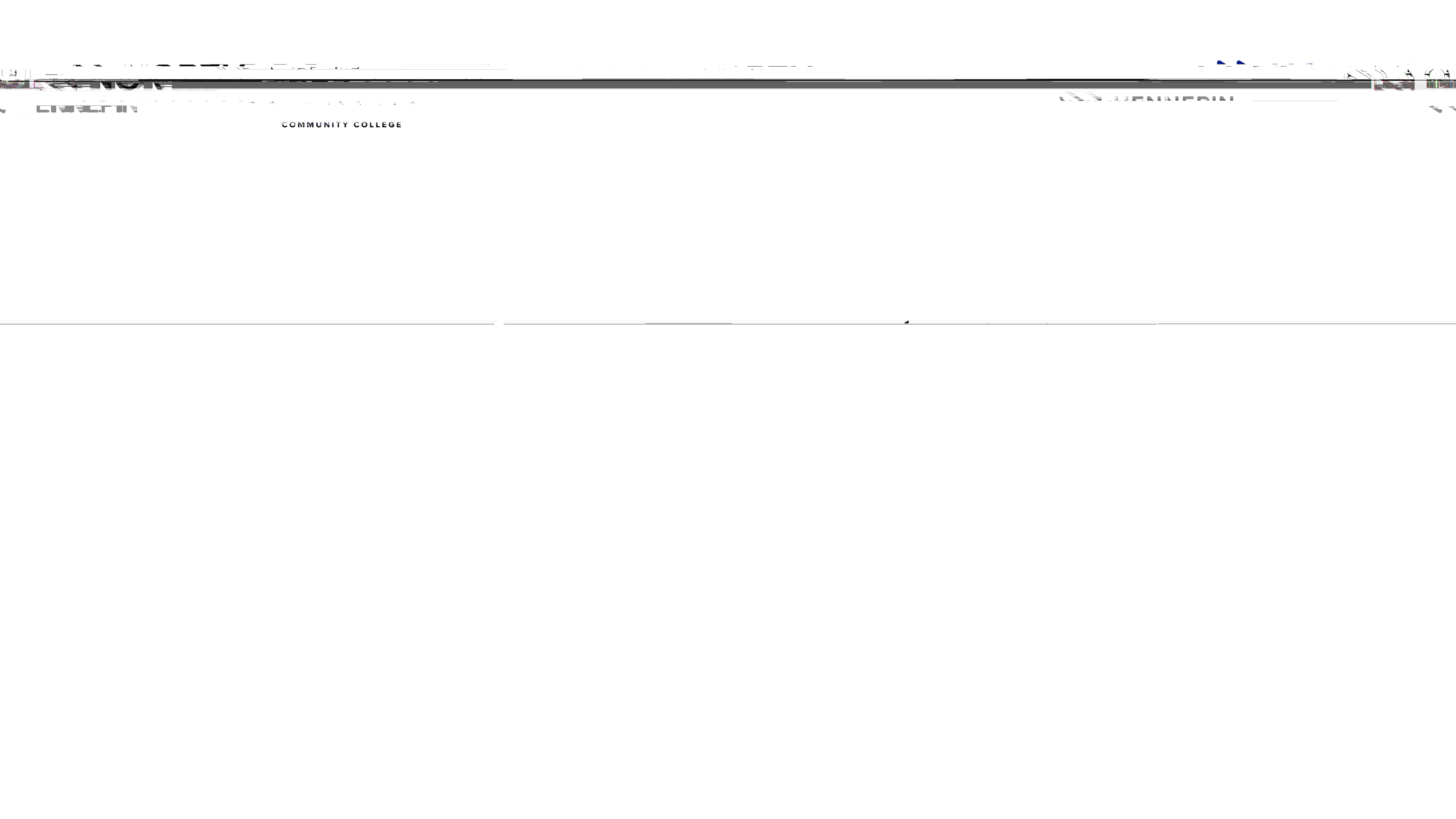
The syllabus will also indicate if there are any pre-requisite placement or course requirements. If there are, NHCC concurrent enrollment staff will work with high school staff to ensure pre-requisite requirements are completed.

A copy of the high school syllabus and faculty liaison syllabus must be uploaded to the D2L website.

Assessment

A high school instructor is required to assess students the same way as their faculty liaison does for their on-campus course. Together, the high school instructor and faculty liaison should choose at least one comparable assessment to use each term. Assessment examples include paper, quiz, test, mid-term, final, presentation, etc.

The assessment and rubric (if applicable) must be uploaded to the D2L website.



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Annual Professional Development

Discipline-specific professional development for concurrent enrollment instructors is critical to the quality, rigor, and sustainability of the partnership. It should be meaningful, on-going, and a collegial interaction between a faculty liaison and concurrent enrollment instructor. It should address course content, course delivery, pedagogy, assessment, evaluation, and/or research and development in the field.

It is required that faculty liaisons provide discipline-specific professional development on an annual basis to their high school instructor. Examples of discipline-specific professional development include: calibrating of grading, discussion of current research, on-campus observation of college course, or online videos/workshops to name a few.

The faculty liaison will complete a detailed summary and description of the professional development and submit to the D2L website.

High school instructors and faculty liaisons are responsible for remaining in communication

6. High school instructors will maintain the rigor of their class to the same standards of those taught on the NHCC campus.

Along with teaching a rigorous, college-level course in the high school, high school instructors and faculty liaisons also agree to attend all concurrent enrollment meetings. During the course of the year, there will be two mandatory meetings outside of the classroom that the high school instructor and faculty liaison are to attend:

1. An annual program meeting with the Director of Partnerships & Collaboration at the end of each academic year
2. Annual Professional Development hosted by the faculty liaison

Participation in all meetings, and adherence of all standards are required and tracked year-

Student Information

Students who are concurrently enrolled in a high school course must meet the eligibility requirements below. Please note, students are not billed for their concurrent enrollment course; rather, NHCC and the school district create an annual contract that highlights payment for concurrent enrollment courses.

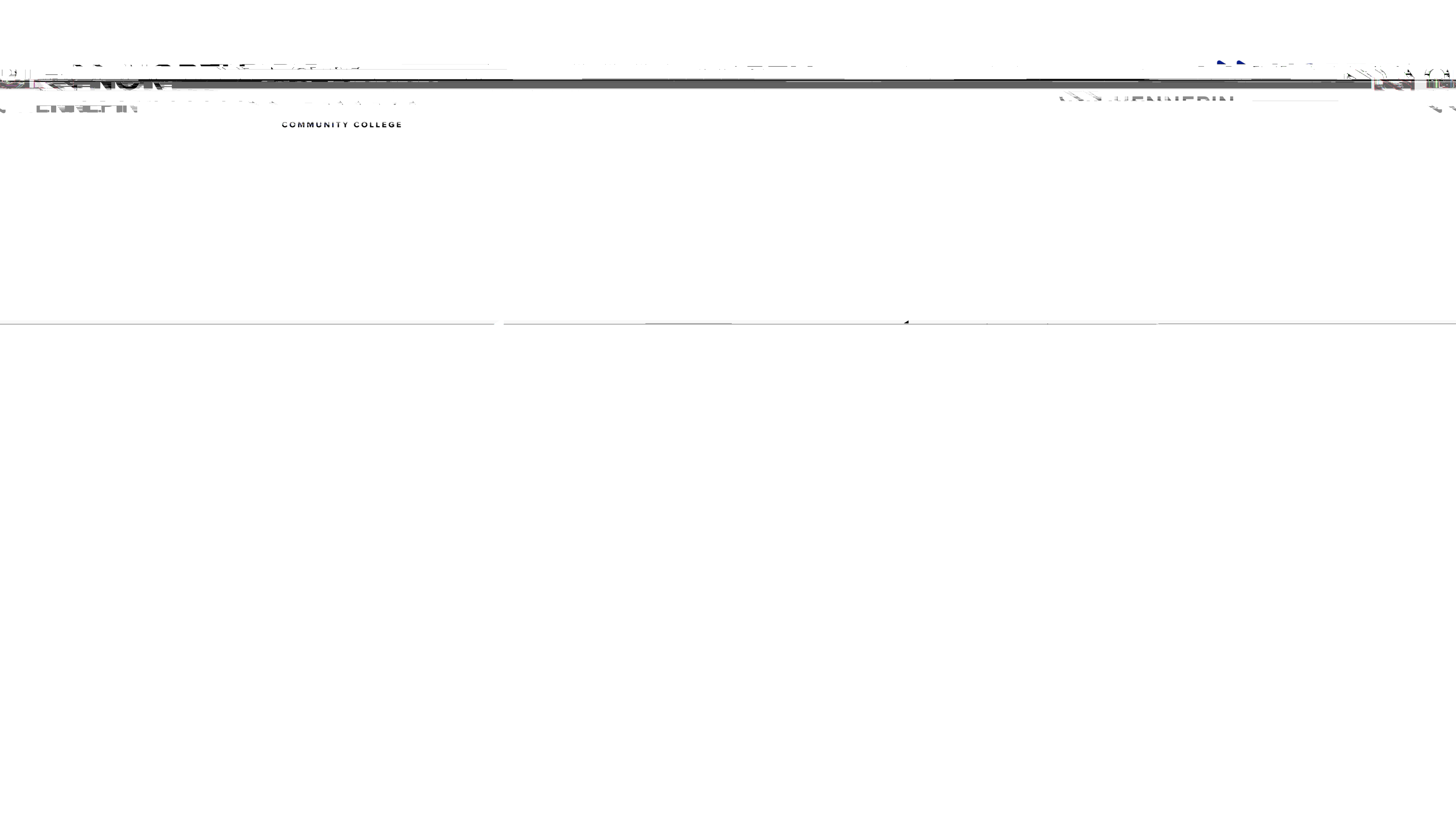
Junior, with a class rank in the top one-third or 66th percentile of graduating class, OR

Senior, with a class rank in the top one-half or 50th percentile of graduating class, OR

Overall GPA of 2.0 or higher for courses that do not require a prerequisite or college level placement, OR

Submit a favorable recommendation from a designated high school official

For students who register for a CTE course, students must pass the 8th grade MCA to be eligible



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Adding, Dropping or Withdrawing from a Class

Students may add or drop a course through the 15th business day of the term.

Students are allowed to withdraw from a course after the 15th day through approximately 80% of the standing but not GPA.

Students should consult a high school counselor, Dean, and/or student services personnel for high school specific procedures and reporting practices.

Grading Policy

Students taking concurrent enrollment courses at secondary institutions and/or award college credit to students taking these courses.

Students taking NHCC concurrent enrollment courses are to be held to the same learning expectations and outcomes, comparable grading standards and scale, and assessed using the same methods as students in on-campus sections.

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Transfer and Transcripts

North Hennepin Community College, along with other Minnesota State Colleges and Universities, are committed to making transfer as seamless as possible for students. Transfer agreements and pathways have been formalized with several institutions to simplify transfer procedures for students and to ensure transfer of credits from NHCC to other colleges and universities.

NHCC also offers baccalaureate programming on campus through a variety of universities. More information about our 4-year programs on the NHCC campus can be found at www.nhcc.edu/universitycenter.

After graduation, if a concurrent enrollment student enrolls at a Minnesota State College or University, they will not need to request an official transcript from NHCC as our systems are connected. If a student is attending any college in the University of Minnesota system, private college system, or out-of-state, they will need to request an official transcript from NHCC. Students should follow the directions at the link below:
<https://nhcc.edu/registration/records-registration/request-transcripts>

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