

**SCC
Concurrent
Enrollment
Instructor
Handbook**



Concurrent Enrollment *Jump Start!* Instructor Handbook

Table of Contents

About SCC

A Little History.....	1
Programs and Educational Services.....	1

What is a Concurrent Enrollment <i>Jump Start!</i> Course.....	1
---	----------

Faculty Liaison Program	2
--------------------------------------	----------

Faculty Liaison Responsibilities	2
--	---

Teaching a Concurrent Enrollment Course

Credentials	2
-------------------	---

SCC Application for Employment and Other Forms Required.....	3
--	---

Expectations.....	3
-------------------	---

Professional Development Opportunities	3
--	---

Student Eligibility Requirements	3
--	---

Course Quality Standards and Syllabus	4
---	---

Textbooks.....	4
----------------	---

SCC Activities.....	4
---------------------	---

Administrative Procedures

Student Registration Process.....	4
-----------------------------------	---

Dropping/Adding Students	4
--------------------------------	---

Course Enrollment Caps.....	5
-----------------------------	---

Faculty Alert Form.....	5
-------------------------	---

FERPA	5
-------------	---

CE (<i>Jump Start!</i>) Courses and FERPA	5
---	---

Submitting Grades	6
-------------------------	---

Classroom visits

Faculty Liaison Site Visit.....	6
---------------------------------	---

Enrollment Services Personnel	6
-------------------------------------	---

Student Evaluation	6
--------------------------	---

Services Available for Concurrent Enrollment Instructors

Library services	8
------------------------	---

e-College	8
-----------------	---

Academic Integrity and Plagiarism (turnitin).....	8
---	---

Information for Students

Student Handbook and Student FAQ.....	8
---------------------------------------	---

Information for Districts

Procedure Manual	8
------------------------	---

College Governance (Trustees)	9
--	----------

Whom Should You Contact?	10
---------------------------------------	-----------

Appendices

Appendix I, Faculty Liaison Forms	11
---	----

Appendix II, Faculty Alert Form	16
---------------------------------------	----

About SCC

A Little History

In the spring of 1965, the General Assembly of Iowa provided for the establishment of area community colleges and vocational-technical schools, with the southeastern part of Iowa designated Merged Area XVI. Within this 3 ½ county area, two public post-high school educational institutions existed: Burlington Junior College, founded in 1920, and Keokuk Community College, established in 1953. Both institutions were operated by the local community school districts until July 1, 1967, at which time they became north and south campuses of Southeastern Community College. SCC is one of fifteen area community colleges which comprise the Iowa System of Community Colleges operating under the regulations of the Iowa Department of Education and the Code of Iowa.

Programs and Educational Services Available at SCC

Refer to the SCC website for a current listing of programs available:

<http://www.scciowa.edu/currentstudents/academics/programs/>

What is a Concurrent Enrollment *Jump Start!* (CE) course?

CE courses are SCC classes (either arts and sciences or career and technical) offered to high school students for both high school and SCC credit. Enrollment generates an official college transcript for each student where grades, withdrawals, etc. are recorded.

Instructors are required to possess the same credentials as a full-time instructor hired on an SCC campus. Those credentials are reviewed in the same manner as they would be if the instructor were teaching on SCC's campus.

Courses taught to high school students are the same courses taught on the SCC campus, with consistent and rigorous instruction to meet course quality standards. SCC Faculty Liaisons provide collegial interaction with CE instructors to insure equivalency between courses taught concurrently and "traditional" college campus courses.

CE students are high school juniors or seniors or are enrolled in their districts' talented and gifted programs. Students must meet all entrance requirements outlined through Senior Year Plus (the legislation which addresses all high school to post-secondary relationships in the state of Iowa). The web address for Senior Year Plus on the Department of Education website is as follows:

http://www.iowa.gov/educate/index.php?option=com_content&view=article&id=1856&Itemid=2596. In addition, students must also meet any pre-requisite course requirements (including test scores) required by SCC. Students are enrolled through their high school counselors and apply to SCC through our on-line application for high school students. SCC creates a permanent record/transcript for these students.

Faculty Liaison Program

SCC is proud to have faculty members who take on the role of Faculty Liaisons. They are vital to the success of our CE courses. Liaisons help insure comparable rigor and quality to courses taught on campus. Your liaison will keep you updated with trends and new information in the curriculum, as well as share effective teaching styles, techniques, and resources.

Faculty Liaison Responsibilities

Serve as a content resource to help insure consistent rigor and outcomes between the concurrent course and the same course delivered to “traditional” students. The Faculty Liaison will participate in the following to promote collegial interaction:

- Meet at least once with the instructor (of the high school students) and the Director of High School Relations (who will schedule the meeting) prior to the course(s) to share information on course content through the use of the same:
 - Quality standards
 - Textbook
 - Equipment
 - Materials and supplies
- Participate in a site visit to the instructor’s classroom for the purpose of providing collegial interaction.
- Attend professional development networking events designed to provide opportunities for networking and sharing of information between instructors and liaisons.
- In addition to visits and professional development events, communicate (face-to-face, e-mail or by phone) at least one additional time during the concurrent enrollment course term.

Provide documentation of site visits and additional communication on the appropriate forms provided in the Faculty Liaison Handbook (see Appendix I for forms)

- I. Faculty Liaison Documentation Cover Sheet
- II. Checklist for discussion items prior to class start
- III. Faculty Liaison Site Visit and Conference Summary
- IV. Faculty Liaison Contact log

Communicate course changes/issues to the appropriate dean, the Director of High School Relations and the instructor.

Teaching a Concurrent Enrollment *Jump Start!* (CE) Course

Credentials

CE instructors are expected to have credentials equivalent to those required of full-time instructors at SCC. Instructor credentials are reviewed by the appropriate dean before an SCC Application for Employment is completed.

SCC Application for Employment and Other Forms Required

CE instructors will complete an SCC Application for Employment to be filed with our Human Resources Department. In addition to the application, transcripts, a resume and additional forms required to establish an e-mail account, etc. will be requested.

Expectations

- Instructors will use the same quality standards and assessment methods as the course on campus.
- Instructors will establish and maintain accurate records related to student progress within each class.
- Instructors will verify rosters and submit grades in a timely manner as requested by SCC's Registrar office.
- High schools and instructors will allow SCC personnel (enrollment services and Faculty Liaisons) to visit classrooms for the purposes of student orientation and classroom observation, respectively.
- Instructors will participate in professional development networking events with their Faculty Liaisons.
- Attendance is required at all sessions of concurrent enrollment classes. If serious illness or emergency warrants a missed class, instructors should notify the high school and the Director of High School Relations immediately.
- In the high school setting, classes should be supervised at all times. (In other words, students should remain in class for the allotted class time.)

Professional Development Opportunities

SCC is committed to providing quality professional development opportunities for CE instructors. The relationship with Faculty Liaisons provides the greatest opportunity related to course content and methodology. Professional development networking events facilitate communication between CE instructors in numerous districts and across subject matter areas.

Attendance at Professional Development events is highly encouraged. If an emergency does not allow attendance, the concurrent enrollment instructor will be asked to attend a class session of their Faculty Liaison and to conference with the instructor and the Director of High School Relations to acquire information missed.

In addition to liaisons, CE instructors can receive training to use the eCollege learning management system. Instructors are also invited to attend any of SCC professional development days, new instructor workshops, etc.

Student Eligibility Requirements

Students must follow eligibility requirements outlined in Iowa Code under Senior Year Plus including:

- Students must meet proficiency requirements as evidenced by standardized tests or alternative measure of proficiency as approved by the DE and the local school board of education.
- Students must meet all pre-requisite requirements including placement test scores and/or course pre-requisites as outlined in the SCC Course Catalog.

- Students will be of junior or senior status or will have been identified as gifted and talented by their local high schools.

Course Quality Standards and Syllabus/Course Outline

Instructors at SCC agree to use Course Quality Standards to insure consistency and rigor across disciplines. Quality Standards are formally adopted by the College's Curriculum Committee and are reviewed by faculty on a regular basis. Quality Standards outline course content, as well as methodology for assessment. CE instructors will cover quality standards as part of their orientation with Faculty Liaisons.

Concurrent Enrollment Faculty members must submit a course syllabus/outline to the Director of High School Relations and their Faculty Liaison prior to the beginning of each class term. As a model, a sample template will be provided, as well as a copy of the Faculty Liaison syllabus.

Textbooks

CE courses must use SCC approved textbooks, which is generally the same text being used by the Faculty Liaison.

SCC Activities

SCC instructors can attend most on-campus extra-curricular activities at a discounted price or free of charge. These activities include music concerts, plays, and athletic events. Information on upcoming events may be obtained from the in-house newsletters, or by accessing SCC's website.

Administrative Procedures

Student Registration Process

Students register for CE courses through the high school counselor as the first point of contact. The counselor assures that students have met the pre-requisites as outlined in Senior Year Plus legislation and by SCC. Students then submit an Application for Admission (available on-line). Counselors submit documentation containing any required placement test score along with the student name and application.

Dropping/Adding Students

Students should request to be formally added or dropped from a course with their high school counselor, who will communicate that to the SCC Director of High School Relations. There are specific timelines associated with students dropping with no penalty, dropping with a "W," or dropping with a grade of F on their SCC transcripts. Because course terms vary among high schools, each counselor will consult SCC for the deadline dates which apply at their high school. If instructors notice any discrepancy between the roster they receive and the students in the class, they should communicate that to the high school counselor and to the Registrar's office (which will provide them with the roster for verification).

Course Enrollment Caps

Courses not held on an SCC Campus are expected to adhere to the same cap on course enrollment numbers.

Faculty Alert Form

A communication tool is available for instructors' use to report concerns related to student attendance, performance, behavior, etc. The Faculty Alert form is also available to faculty on SCC's Campus. This form is designed to be completed by instructors and shared with high school counselors to provide documentation and a communication tool for use with students and families, if appropriate. Refer to Appendix II.

The Family Educational Rights and Privacy Act of 1974 (FERPA)

This act, as amended (also sometimes referred to as the Buckley Amendment), is a federal law regarding the privacy of student records and the obligations of the institution, primarily regarding the release of the records and access provided to these records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds administered by the Secretary of Education withheld.

Confidential education records include student registration forms, graded papers, student information displayed on a computer screen and social security numbers linked to names. Employees who work around education records need to keep this information secure and protect the rights of students.

The essence of this act is that:

- Students upon reaching age 18 or students attending postsecondary institutions, regardless of age, must be permitted to inspect and review their own education records (any records from which the student can be individually identified), to the exclusion of third parties. There are no rights guaranteed under FERPA for parents of students attending a postsecondary institution.
- Institutions may not disclose information about students, nor permit inspection of their records, without the student's written permission unless such action is covered by certain exceptions as stipulated in the Act.

SCC will only release allowable information under the Family Educational Rights and Privacy Act of 1974.

Concurrent Enrollment (*Jump Start!*) Courses and FERPA

At SCC, concurrent enrollment instructors will be allowed to present progress information and grades to:

- Students
- SCC Registrar's office
- High School Counselors

Concurrent enrollment instructors should refer all parent inquires to the High School Counselor.

Submitting Grades

CE instructors will submit mid-term and final grades to the SCC Registrar's Office upon request. A form will be provided for this purpose. High schools may also request periodic updates for their purposes.

Classroom Visits

Faculty Liaison Site Visit

A site visit takes place in the CE instructor's school building on a regular secondary school day. The visit is defined as the time spent observing a class and conferring time with the teacher. The SCC Faculty Liaison is responsible for scheduling the site visit. In an observation site visit, the liaison observes the entire class period. During the conference, the liaison and CE teacher discuss topics related to what was observed in the visit.

Site Visit Guidelines:

- To insure continuity of contact with the high school teachers and students, the site visit should be made within the first half of the term/semester.
- Observations should be made of the entire class period to gain insight on how the instructor starts, teaches, and concludes a lesson.
- Liaisons will be asked to use the "Faculty Liaison Site Visit and Conference Summary" form (See Appendix I) to document their visit and conference. Both the CE instructor and liaison will be required to sign and date the form at the conclusion of the conference after the site visit occurs.

Enrollment Services Personnel

Enrollment services personnel will schedule a time early in the class term to visit with students. They will confirm rosters, direct students to the Student Handbook and FAQ, and reinforce that enrollees are now SCC students with corresponding privileges and responsibilities.

Student Evaluation

The appropriate SCC college dean or designee will schedule a time with the CE Instructor to visit class to administer a student course evaluation to students. The evaluation, which is anonymous, covers the following:

SECTION I: Students are asked to rate:

Course Organization

1. Objectives for the course are made clear.
2. There is agreement between the announced objectives of the course and what is actually taught.
3. The instructor is well prepared for each class.
4. The instructor uses class time well.

Methods of Presentation

5. The instructor explains things well.
6. The instructor is interested and enthusiastic about the subject.

7. The instructor makes effective use of visual aids, supplemental materials, activities, and other resources.
8. The instructor adds knowledge beyond that contained in the textbook or lab material.
9. The instructor encouraged me to ask questions and express ideas.
10. Probing questions are used to help me understand concepts and relationships.

Evaluation

11. The instructor clearly explains in advance how grades for the course are to be determined.
12. The instructor gives sufficient opportunity to learn material which is included in tests.
13. I can understand the instructor's test questions.
14. Written assignments and tests are returned promptly.
15. In my opinion, sufficient evidence, in terms of class participation, assignments, and tests, is collected to evaluate my achievement in this course

Instructor/Student Relationship

16. The instructor treats me with respect.
17. The instructor makes himself/herself available outside class hours to give me additional help.
18. The instructor seems genuinely concerned about my progress as an individual.
19. The instructor motivates me in a positive manner.
20. The instructor is fair and impartial in dealing with me.

SECTION II OVERALL COURSE EVALUATION: Students respond to:

21. I think the pace at which the instructor covers the material is:
a. very slow b. somewhat slow c. just about right
d. somewhat fast e. very fast
22. For my preparation and ability, the level of difficulty of this course is:
a. very elementary b. somewhat elementary c. just about right d. somewhat difficult
23. My work load for this course in relationship to other courses of equal credit is:
a. much lighter b. lighter c. about the same d. heavier e. much heavier

FOR THE FOLLOWING QUESTIONS, SELECT: A . Good B. Average C. Poor

Overall, I would rate the:

24. Textbooks
25. Supplemental Material
26. Exams
27. Lectures
28. Class Discussions
29. Labs
30. Evaluation Procedures
31. Value of this course to me
32. Effectiveness of the instructor

Services Available for Concurrent Enrollment Instructors

Library Services

SCC instructors and students are encouraged to use the many resources and services provided by the SCC Libraries. The Yohe Memorial Library at the West Burlington Campus and the Fred Karre Memorial Library at the Keokuk Campus contain a combined collection of over 30,000 volumes. The libraries are members of two interlibrary loan networks, SILO (State of Iowa Libraries) and OCLC (On-Line Computer Library Center), which facilitate the borrowing and lending of books and periodical articles using current technologies. Librarians are available for reference assistance and library orientation.

eCollege Learning Management System

This system provides an online resource for your classes where you may post class notes, articles, assignments a testing tool and an electronic grade book. Use of this system does require brief training. If you have questions or are interested in training please contact Rebecca Hannum 1-319-208-5085 or rhannum@sccowa.edu. This system can be accessed from any location via the internet, HawkNet by clicking on the eCollege-Instructor link.

Academic Integrity and Plagiarism (Turnitin)

Academic Integrity Policy – Board Policy #523 and Administrative Guideline #101

It is the policy of Southeastern Community College to create an atmosphere of academic rigor, free from acts of dishonesty. The primary responsibility for managing the classroom environment rests with the faculty. Faculty members are urged to make students aware of their policies on plagiarism, fraud, cheating, forgery and other acts of dishonesty. If a student violates academic integrity, the faculty member may recommend one of the following discipline choices: a) The student will be given a failing grade for the assignment or b) the student will be given a failing grade for the course.

SCC subscribes to Turnitin.com, a highly sophisticated teaching tool and plagiarism detection Web site, and instructors are strongly encouraged to use it in concert with other tools. Additional information and access to Turnitin.com can be provided by SCC Faculty Liaisons.

Information for Students

Student Handbook and Student FAQs

Students are provided access to the *Jump Start!* Student Handbook and Student FAQs.

Information for Districts

Procedure Manual

This item is provided to districts in SCC's region and outlines the processes and additional guidelines for CE *Jump Start!* classes.

SCC Governance (Trustees)

Southeastern Community College is governed by a five-member Board of Trustees elected from and by the citizens of five separate districts. They establish policy and oversee the administration of SCC.



Brian Roth

Member-Director District 1.
Representing all residents of Mount Pleasant, New London, WACO and Winfield-Mount Union



Landen Hillyard

Chair - Director District 2.
Representing all residents of Danville, Mediapolis, Morning Sun, Wapello and West Burlington Independent Community School Districts plus Burlington voting precincts 1 and Tama Township, Flint River Township/City of Middletown, and voters that are West Burlington residents in the Burlington Community School District.



David Walker

Member -Director District 3.
Representing all residents within the Burlington voting precincts 2, 3, 4, 5, 7, 8, 9 10, 11 and 12.



Moudy Nabulsi

Vice Chair -Director District 4.
Representing all residents within the Fort Madison Community School District except that portion in the Jefferson Township Precinct, and also includes that portion of the Burlington Community School District comprising the Union Concordia Township Voting Precinct, and Burlington City Voting Precinct 6.



Janet Fife-LaFrenz

Member-Director District 5.
Representing all residents within the Central Lee Community School District, all of the Keokuk Community School District, and that portion of the Jefferson Township Precinct that is located within the Fort Madison Community School District.

Whom Should You Contact?

If you have questions or concerns, please contact Monica Hinkle, Director of High School Relations: 319-208-5046 or mhinkle@sciowa.edu.

Appendix I

Faculty Liaison Forms

I. Faculty Liaison Documentation Cover Sheet

Please submit this cover sheet with documentation forms attached to the Director of High School Relations at the conclusion of each concurrent enrollment class term during which you have served in a Faculty Liaison Role.

If you have responsibilities for more than one Concurrent Enrollment instructor, you only need to complete one cover sheet.

Please attach documentation forms for EACH Concurrent Enrollment instructor. These include:

- I. Checklist of discussion items prior to class start
- II. Faculty Liaison Site Visit Summary
- III. Faculty Liaison Contact Log

Name of Faculty Liaison: _____

Name of Concurrent Enrollment Instructor(s) and course taught:

Name of CE Instructor	Class Location	Course Taught	Term/Semester/Year

VP for Teaching and Learning Signature and Date: _____

II. Checklist for Discussion Items Prior to Class Start

Faculty Liaison: _____

Concurrent Enrollment Instructor: _____

Date of discussion: _____

Prior to class start, please discuss and/or share the following:

_____ Quality standards and how they are assessed
Comments:

_____ Syllabus, including expectations for class participation, projects, and specific course or campus policies
Comments:

_____ Textbook and other supplementary materials required
Comments:

_____ Instructor resources and professional development opportunities
Comments:

_____ Equipment requirements or hardware/software requirements, if applicable, as well as demonstration of use, if necessary
Comments:

_____ Site visit schedule
Comments:

_____ Contact information and office hours
Comments:

Faculty Liaison Signature and Date: _____

Concurrent Enrollment Instructor Signature and Date: _____

III. Faculty Liaison Site Visit and Conference Summary

CE instructor

High School

Date of visit

SCC course title

After classroom observation:

Discussion items and brief summary of comments:

1. Classroom resources and activities
 - a. Quality Standards and Syllabus
 - b. Textbooks
 - c. Activities
 - d. Testing/assessments
 - e. Guest speakers or other work-based learning experiences
 - f. Equipment/required hardware and software, if applicable
 - g. Campus visits
 - h. Any new curriculum content/trends, etc.
 - i. Other (please describe): _____

2. Professional Development Activities
 - a. Topics related to course content that would be helpful
 - b. Topics related to course process/general student learning that would be helpful
 - c. Best time of year/delivery for professional development
 - d. Other (please describe): _____

3. Communication method preferred by both faculty members

SCC Faculty Liaison Signature and Date: _____

Concurrent Enrollment Signature and Date: _____

IV. Faculty Liaison Contact Log

Faculty Liaison: _____

Concurrent Enrollment Instructor: _____

High School: _____

SCC Course Title: _____

Date (use back, if needed)	Activity/Type of Contact (including meeting prior to class, site visit and conference, professional development events, calls, e-mails, etc.)	Topic(s) of discussion

Appendix II

Faculty Alert Form

Faculty Academic Alert Referral
For Concurrent Enrollment Courses

(SCC Instructor: complete section I and return to appropriate high school counselor or Monica Hinkle, Director of High School Relations at SCC. Counselor contact information on back.)

SECTION I: To be completed by SCC Instructor

Instructor _____ Date _____

Student _____ High School _____

Course(s) _____

_____ *First alert for student* _____ *Second alert* _____ *Third alert*

Area(s) of concern:

Circle all appropriate concerns and explain in the comment section below.

- | | | |
|--------------------|---------------------------------------|-----------------|
| 1. Attendance | 3. Study Skills | 5. Other: _____ |
| 2. Grades or Exams | 4. Appears to lack adequate:
_____ | |

Background for course instructor comments (use back of form, if needed):

What, if any, action has been taken to this point?

Recommendations (circle all that apply)

- A. Student should schedule an appointment with me outside class time.
- B. Student should review my syllabus regarding: _____
- C. Students should be advised to drop the class.
- D. Other: _____

SECTION II: To be completed by High School Personnel (Please return a copy to SCC instructor or Monica Hinkle, Director of High School Relations at SCC.)

Contact date with student: _____

Method of follow up (please circle): Office visit Phone call Mail E-Mail

Action taken/recommendations:
