



Concurrent Enrollment Program

3 year Pilot Project

Completed by Task Force: 5/10/08

Approved by AAC: 7/24/08

Project Scope

Northwest College offers college classes, both general education (GE) and career and technical education (CTE) courses, to high school students in our service area high schools for both college credit and high school credit. The classes will be delivered according to the college standards, but on the high school calendar and bell schedule, and be staffed by appropriate faculty.

The Curriculum

College courses administered through this program are Northwest College catalogued courses and are approved through the regular course approval process of the college. These courses have the same departmental designation, number, title, and credits; adhere to the same course description and deliver the same learning outcomes. Learning outcomes are enumerated in a college syllabus that is to be given to every participating student.

General Education classes will primarily be introductory, freshman level classes. For Career/Technical Education classes, curriculum must be aligned with the high school program and have a written pathway. In all classes, content must maintain college rigor.

College classes on the high school campus are bound by the same rules for minimum and maximum numbers as on campus. Eight students minimum are required for a class to run. Maximum enrollees vary depending upon the type of class offered. Exceptions to this rule are determined by Northwest College Division Chairs and/or Academic Affairs personnel in consultation with the instructor.

The Faculty

Instructors teaching concurrent enrollment courses must meet Northwest College's standard for adjunct faculty. Potential adjunct faculty can be approved, at the discretion of the Division Chairs and the Vice President of Academic Affairs, based on the criteria listed below. The criteria are in ranked order, with the first one being the highest preference.

<i>For General Education Transfer Courses</i>	<i>For Career/Technical Education Courses</i>
1. Master's degree in the content area	1. Master's degree in the content area
2. Master's degree in any area, with a minimum of 18 credit hours in the content area	2. Master's degree in any area, with a minimum of 18 credit hours in the content area
3. Bachelor's degree in the content area, with a minimum of 18 credit hours in the content area, plus successful completion of the Postsecondary Instructor class offered by Northwest College	3. Bachelor's degree in the content area and industry certification when appropriate, plus successful completion of the Postsecondary Instructor class offered by Northwest College

Those adjuncts who have been approved to teach Northwest College classes prior to this agreement are considered approved to teach for those courses listed on their approval.

Adjunct Faculty are bound by the rules set forth in the Northwest College Faculty Handbook.

The Students

All students in a General Education college class delivered on a high school campus must be officially registered as students at Northwest College. These students must meet all prerequisites for the classes and prove college readiness.

Career/Technical Education classes may contain students who are not enrolled as college students, according to the articulation agreement written. But those that are enrolled as Northwest College students must meet all prerequisites for the classes and prove college readiness.

Students who qualify under IDEA and enroll in college classes shall continue to receive services on site from the high school.

Classes will remain open to the general public, but high school student enrollment is the first priority.

College courses taught on the high school campus are recorded on the student's official college transcript, as well as the official high school record.

The Classroom

Northwest College is responsible for content, delivery of the content, and teacher effectiveness in the classroom. Northwest College rules apply and the college will provide evaluation of the teacher's effectiveness. The high school will alert parents of participating concurrent enrollment students to the special circumstances of the college rules pertaining to the class through a written document. The document will indicate through a written signature, the parent's consent to his/her student participating according to the college rules and regulations.

In Career/Technical Education courses particularly, the technical components of the classroom will match the current level at the college, e.g. drafting technology classes must have a lab with the appropriate version of CAD available. In all Northwest College classes, the instructor must have academic freedom in what they teach as defined by the Northwest College Faculty Employment Policy and the NWC Student Handbook.

Costs/Payment

Tuition and fees are charged to high schools at one-half tuition, plus full fees for the first year of this project. High schools are responsible for payment of all tuition and fees for concurrently enrolled high school students. Students are not responsible for payment directly to the college for tuition, fees, or materials. School districts may assess fees to students as appropriate. Northwest College and the high school will seek funding from alternate sources, e.g. BOCES agreements, grants, etc. to cover all costs for the program after the first year.

Instructor Payment

Instructors will be paid at the current Northwest College adjunct faculty rate. When the adjunct faculty is a high school faculty member, the high school will determine whether or not the salary should be paid directly to the faculty member or to the school, as high school administration will decide issues concerning lost time during the high school work day. When enrollment falls below the minimum number of students for that class, payment can be negotiated in order to allow the class to run with low enrollments.

Student Tracking

Student success/failure rates for all students in all classes will be tracked and monitored for three years. Success/failure rates will be viewed in comparison to concurrent enrollment students who take classes on campus and to regularly enrolled students on campus. Tracking will include, but not be limited to the following:

High school will track:

Students enrolled in Concurrent Enrollment Courses

1. Track GPA (in and out of concurrent enrollment courses)
2. Track successful completion of concurrent enrollment courses
3. Track graduation rates (high school)
4. Complete comparisons of GPA, graduation rates etc. for concurrent enrollment and general high school population. (as information is available)
5. Satisfaction data as needed by High School to assess value of program (Student, faculty and parents? Satisfaction with program)

Students out of High school (using available information)

1. Track college attendance – as available
2. Track career – as available

Northwest College will track:

Students enrolled in Concurrent Enrollment Courses

1. Track GPA (students in and out of concurrent enrollment courses)
2. Track successful completion of students in concurrent enrollment courses
3. Track application and admission rates (NWC)
4. Complete comparisons of GPA, completion rates for concurrent enrollment and general college population in those courses. (as information is available)
5. Satisfaction data as needed to assess to value of program (student and faculty satisfaction with program)

Students out of High School

1. Track college attendance – NWC
Track GPA, completion, retention, graduation rates
2. Track career – as available
3. Complete appropriate comparisons

Teaching Evaluation

Faculty will be evaluated using the standard Northwest College student evaluation tool. Division Chairs or their designee will visit all new adjunct faculty classrooms during the first semester of delivery and can visit any adjunct faculty classroom at any time.

The Concurrent Enrollment Task Force will continue to meet in order to analyze data, discuss challenges and successes, and make modifications to the program as required.