

ISP 370P

Advanced College Credit (ACC) Procedure

PURPOSE

Allows high school students to receive college credit for approved, designated high school classes taught in the high schools during regular school hours by high school instructors.

SUMMARY

Clackamas Community College grants college credit for equivalent college classes offered at high schools, taught by approved high school instructors who meet college standards and procedures, as stipulated by the respective academic departments and based on the Oregon Dual Credit and Sponsored Dual Credit Program Standards.

PROCEDURE

1. Registration and data collection processes will be administered through the Office of Education Partnerships and coordinated with the appropriate college offices, policies, and departments.
2. The Office of Education Partnerships will be the initial point of contact for the high schools, compile the necessary materials, and coordinate with appropriate college staff, department chairs/directors, and faculty members for review.
3. The Office of Education Partnerships will track Dual Credit and Sponsored Dual Credit instructors in the high school to ensure compliance with the following standards:
 - a. Required interactions between high school instructors and college faculty have occurred and are documented;
 - i. Annual interactions (e.g., Teacher Meetings) for Dual Credit instructors, and
 - ii. Quarterly interactions (e.g., email, phone, video conference, or in-person) for Sponsored Dual Credit instructors.
 - b. Syllabi are submitted each term the class is offered.
 - c. Class level outcome assessment submitted at least once a year as defined by the CCC academic department.
 - d. Agreements are reviewed every three years by the appropriate academic department chair.
4. Documentation for all signed Advanced College Credit (ACC) agreements will reside in the Office of Education Partnerships.

The Office of Education Partnerships will:

1. Administer agreements entered into by the college and high schools.
2. Review and track compliance for: regular interactions, syllabi submittal, assessment submittal, and agreement review to ensure that requirements are being met and that compliance issues are addressed.
3. Complete the following if Advanced College Credit high school instructors are found to be out of compliance:
 - a. Send an informal warning to high school instructor stating compliance issue within 15-days of being found out of compliance.
 - b. Send a formal written warning to high school instructor, administrator, and college department chair stating required actions and timeline within 45-days of non-compliance.
 - c. Suspend the agreement and post a notification on the ACC website, blocking registration if corrective action has not been taken within 90-days from the initial notification.
 - d. May reauthorize suspended agreements once the high school instructor has addressed the compliance issue.

CCC Department Chairs/Lead Faculty will:

1. Review and approve/deny high school instructor and course(s) based on state, college, and departmental standards.
2. Determine if the ACC instructor qualifies for Dual Credit or SDC, if applicable the level of SDC.
3. Engage in regular interactions with ACC instructors under both Dual Credit and SDC standards. Regular interactions may occur via email, phone, video, or in-person. These interactions must consist of program updates and substantive interactions between the ACC high school instructor and college faculty.
 - a. CCC faculty must interact with Dual Credit instructors at least once annually (e.g., Teacher Meetings).
 - b. CCC faculty must interact with SDC instructors at least once quarterly.
4. Document regular interactions with ACC instructors.
5. Conduct a site visit as needed at the discretion of the college department chair or lead faculty member. Site visits provide an opportunity for the college to visit the high school instructor during class, to discuss course content, curriculum, and assessments one-on-one, and to provide feedback on course alignment. Visits will follow the site visit guide and college faculty will submit the completed form to the Office of Education Partnerships after the visit.

ACC Instructors will:

1. Engage in regular interactions with CCC faculty under both Dual Credit and SDC standards. Regular interactions may occur via email, phone, video, or in-person. These interactions must consist of program updates and substantive interactions between the ACC high school instructor and college faculty.
 - a. Dual Credit high school instructors must interact with CCC faculty at least once annually (e.g., Teacher Meetings).
 - b. SDC high school instructors must interact with CCC faculty at least once quarterly.
2. Receive a site visit at the discretion of the college department chair or lead faculty member. Site visits provide an opportunity for the college to visit the high school instructor during class, to discuss course content, curriculum, and assessments one-on-one, and to provide feedback on course alignment. Visits will follow the site visit guide.
3. Maintain compliance with required interactions, syllabus submission, and assessment requirements. ACC instructors will be found out of compliance for missed interactions, incomplete syllabus (a syllabus that does not include all elements, as listed on the ACC Syllabus Checklist), and incomplete assessment materials.
4. Take action to correct compliance issues in a timely manner.
 - a. Corrective action options for interaction requirements will be department specific and may include:
 - i. Meeting with the department chair/lead faculty; or
 - ii. Submit a written reflection on assessment results.
 - b. Corrective action options for missing or incomplete syllabus include:
 - i. Submitting the missing syllabus; or
 - ii. Modifying and submitting the incomplete syllabus so that it is deemed complete.

REVIEW HISTORY

ISP Committee	Adopted	April 22, 2016
College Council	Reviewed	February 15, 2013