

**BAKERSFIELD COLLEGE**

**DUAL ENROLLMENT  
HANDBOOK**

**2016-17**

## Table of Contents

<b>Introduction</b> .....	<b>4</b>
<b>Purpose of Handbook</b> .....	<b>4</b>
<b>Partners – Responsible Administrators Contact Information</b> .....	<b>5</b>
<b>Bakersfield College – Dual Enrollment Instructional Deans</b> .....	<b>5</b>
<b>Bakersfield College – Delano Campus</b> .....	<b>5</b>
<b>Kern High School District</b> .....	<b>5</b>
<b>Delano Joint Union High School District</b> .....	<b>5</b>
<b>Communication – Do’s and Don’ts</b> .....	<b>5</b>
<b>Partnership Agreements</b> .....	<b>6</b>
<b>Memorandum of Understanding</b> .....	<b>6</b>
Appendix A – Sample Memorandum of Understanding .....	<b>6</b>
<b>Dual Enrollment Instructor Agreement</b> .....	<b>6</b>
Appendix B – Dual Enrollment Instructor Agreement .....	<b>6</b>
<b>Dual Enrollment Course Agreement</b> .....	<b>6</b>
Appendix C – Dual Enrollment Course Agreement .....	<b>7</b>
<b>Dual Enrollment Faculty Members Responsibilities</b> .....	<b>7</b>
<b>Communication</b> .....	<b>7</b>
<b>Course Administration</b> .....	<b>7</b>
Appendix D – Dual Enrollment Authorization Form .....	<b>8</b>
Appendix E – Direction for Accessing Class Rosters .....	<b>8</b>
<b>Course Instructional Requirements</b> .....	<b>8</b>
<b>Curriculum</b> .....	<b>8</b>
Appendix F – Directions for obtaining Course Outline of Record .....	<b>8</b>
<b>Syllabus</b> .....	<b>8</b>
Appendix G – Syllabus Template .....	<b>9</b>
<b>Textbooks</b> .....	<b>9</b>
<b>Grading</b> .....	<b>9</b>
Appendix H – Directions for Entering Grades .....	<b>9</b>
<b>Dual Enrollment Course Evaluation</b> .....	<b>9</b>
Appendix I – Course Evaluations Forms .....	<b>10</b>
<b>College HR/On-boarding Process</b> .....	<b>10</b>
<b>Confidentiality of Dual Enrollment Student Records</b> .....	<b>10</b>
Family and Educational Rights and Privacy Act (FERPA) .....	<b>10</b>
<b>Absence Reporting/Request For Leave of Absence</b> .....	<b>10</b>
<b>College Discipline Faculty Liaison Responsibilities</b> .....	<b>11</b>
<b>Instructional Requirements</b> .....	<b>11</b>
<b>Faculty Chair Responsibilities</b> .....	<b>11</b>

<b>Dual Enrollment Course Selection Process .....</b>	<b>12</b>
<b>Approval Process.....</b>	<b>12</b>
<b>College Administrative Processes.....</b>	<b>12</b>
<b>Method of Delivery/Location of Course .....</b>	<b>12</b>
<b>Scheduling of Courses.....</b>	<b>13</b>
Coding of Scheduled Courses – Accounting Code .....	14
Scheduling Timeframes.....	14
<b>Teaching Load .....</b>	<b>14</b>
<b>Student Tuition and Fees .....</b>	<b>14</b>
<b>Dual Enrollment Faculty Human Resources Onboarding Process .....</b>	<b>15</b>
High School Partners Responsibilities .....	15
College Responsibilities.....	15
<b>Student Enrollment Requirements and Processes.....</b>	<b>16</b>
Student Eligibility .....	16
<b>Enrollment, Admission and Registration Processes.....</b>	<b>16</b>
College Dual Enrollment Department Responsibilities.....	17
<b>Success and Retention Tracking .....</b>	<b>17</b>
<b>Transcribing of Credit to Academic Transcript .....</b>	<b>17</b>
<b>State Rules/Regulations .....</b>	<b>17</b>
<b>State Funding.....</b>	<b>17</b>

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## Introduction

By definition, dual enrollment offers students an opportunity to complete college-level coursework to earn college credits while they are pursuing their high school diplomas. Different models exist with variations in who teaches the courses (college-approved high school teachers or college instructors), where the programs are offered (on a college campus or at the high school), and who can participate (students who meet certain academic benchmarks [e.g., test scores, number of credits completed, GPA] or anyone who has the desire to enroll in the program; (Purnell, R., *A Guide to Launching and Dual Enrollment Programs for Historically Underrepresented Groups*, 2014). Dual enrollment programs allow eligible high school students to enroll in college courses and potentially earn college credit. The term “concurrent enrollment” is sometimes used interchangeably with “dual enrollment”.

Bakersfield College uses the term dual enrollment to refer to college courses that are taught at a high school during the high school regular day. These courses are taught by high school instructors who meet the minimum qualifications to teach in a Community College or by a College instructor. Student’s complete required assignments that would normally be completed as part of the college course, and receive a final grade. The grade is posted on the student’s college transcript as a college level course. Students enrolled in these approved courses can earn high school and college credit simultaneously; this is known as dual credit.

Concurrent enrollment refers to College courses that are taught at the College or high school but are offered outside of the student’s regular high school hours. Concurrent enrollment courses are taught by Bakersfield College approved instructors.

### **Why Should Students Participate in Dual Enrollment?**

Dual enrollment is an approach to help a broad range of students makes the transition from high school to college. We are in the midst of a national movement to increase the college attainment of our population, which means encouraging college-going and supporting college persistence among those who have little college experience in their families. For such students dual enrollment can be an introduction that helps them understand what college requires and offers and may enhance aspirations and encourage future college attendance by showing them that they are indeed capable of doing college-level work. In addition dual enrollment can lessen the time and cost to obtaining a college degree.

## Purpose of Handbook

The Bakersfield College Dual Enrollment Program is viewed as part of the institutional mission, and as such, its success is key to the College and Community’s success. Clear and frequent communication is crucial to a successful Dual Enrollment Program. Since program activities involve multiple aspects —such as program orientation, support services, recruitment of students, identification of instructors and dual enrollment courses—it is important for all partners to explicitly agree on a division of labor and a method of communication. This

handbook is designed to specify the details of the Dual Enrollment Program as it is operated by Bakersfield College and the public/private school systems in the Bakersfield College service area.

## Partners – Responsible Administrators Contact Information

### Bakersfield College – Dual Enrollment Instructional Deans

Cindy Collier, Dean of Instruction (661) 395-4869  
Cornelio “Corny” Rodriguez, Dean of Instruction (661) 395-4921

### Bakersfield College – Delano Campus

Rich McGrow, Director, Delano Campus (661) 720-2000  
Gustavo Enriquez, Program Manager Delano Campus (661) 720-2061  
Raquel Lopez, Program Manager Wonderful Academy (661) 720-2071

### Kern High School District

Ben Sherley, Director Educational Services (661) 827-3112

### Delano Joint Union High School District

Paul Chavez, Director of Career and Technical Education (661) 720-4201

### Communication – Do’s and Don’ts

Due to the complexity of the Dual Enrollment Program and the magnitude of partners involved, the College and partners have agreed on the following communication guidelines:

- The College and each High School District has designated a lead administrator who is the primary communicator for the entity.
  - Kern High School District and Bakersfield College have agreed that all communications will be directly between the College Dual Enrollment Instructional Deans and the KHSD Director of Educational Services.
  - Delano Union High School District and Bakersfield College Delano Campus have agreed that all communications will be directly between the Delano Campus Director and the Delano Joint Union High School Director of Career and Technical Education. (Need to verify this)
  - Wonderful Academy and Bakersfield College Delano Campus have agreed that all communications will be directly between the Delano Campus Director and..... (Need to find out what the communication is)
- All scheduling requests and/or other scheduling needs will go to the Bakersfield College Instructional Deans who will communicate with the Scheduling Technician
- All communications that impact the Bakersfield College Human Resources department will come directly to the Bakersfield College Dual Enrollment Instructional Deans, who will communicate with Human Resources.

## Partnership Agreements

All dual enrollment programs and courses are a partnership between Bakersfield College and the high school. There must be an agreement (Memorandum of Understanding) between all partners, which must be approved by each entity's Board of Trustees prior to the implementation of the Dual Enrollment partnership. In addition, the Course and Instructor Agreements must be signed each semester before a course can be scheduled and delivered.

### Memorandum of Understanding

The purpose of a Memorandum of Understanding (MOU) is to outline the collaboration between the College and the high school partners. The MOU underscores the key details in implementing and maintaining the Dual Enrollment Program, so that all California rules and regulations are maintained.

It is the responsibility of the designated Bakersfield College Dean overseeing the Dual Enrollment program, in conjunction with the Associate Chancellor of Economic and Workforce Development to ensure that the MOUs are reviewed and renewed per the terms of the MOU. Copies of the MOUs are kept in the Dean's office and at the District Office.

### Appendix A – Sample Memorandum of Understanding

### Dual Enrollment Instructor Agreement

All high school faculty teaching a Dual Enrollment course must sign an "Instructor Agreement". This agreement is reviewed and signed by High School District Authority and the District Associate Chancellor of Economic and Workforce Development **prior to** instruction beginning. If required by the High School District, this document will be submitted to its Board of Trustees for approval prior to the delivery of a dual enrollment course. Copies of these agreements are kept on file at KCCD.

### Appendix B – Dual Enrollment Instructor Agreement

### Dual Enrollment Course Agreement

All courses to be offered as a Dual Enrollment course must have a signed "Dual Enrollment Course Agreement" signed by High School District Authority and the District Associate Chancellor of Economic and Workforce Development prior to being offered. If required by the High School District, this document will be submitted to its Board of Trustees for approval prior to the delivery of a dual enrollment course. Copies of these agreements are kept on file at KCCD.

## Dual Enrollment Faculty Members Responsibilities

### Communication

All High School Faculty members are given a BC email address and are responsible for checking their BC email on a frequent basis for communications from the Faculty Chair and/or Faculty Liaison.

### Course Administration

- Prior to the delivery of a dual enrollment course, the faculty member must attend the bi-annual Instructor Workshop/Articulation Meeting.
- Mandatory participation in a Site Visit, which consists of evaluation of the course including student surveys and assessment of Student Learning Outcomes.
- Facilitation of student enrollment in the course: (Please note that we are moving towards the high schools having students enroll online for the course, but this is not in place yet.)
  - Checks all Enrollment Authorization Forms for completion and required signatures.
  - Completes Course Roster, including Course Name, CRN, Instructor Name, Student names and Bakersfield College Student ID numbers.
  - Submits Course rosters to respective High School Dual Enrollment Administrator 2 weeks prior to the start of the course. (We need to verify that this is realistic for the high school districts.)
  - Regularly reviews official College Roster (using MyBanWeb) for accuracy
    - As the instructor of record, it is your responsibility to regularly review the College roster for accuracy. Should there be any changes or discrepancies with the roster it is the instructor's responsibility to notify the Dual Enrollment Program Office before the deadline date.
    - All rosters must be accurate one week before the withdraw date; otherwise students will receive a "no pass" or failing grade for non-completion of the course if they are not present in the class.
- End of Term Reporting:
  - Submit course grades and attendance hours in myBanWeb per Bakersfield College regulations and dates, no later than 72 hours after the end date of the course.
  - The instructor for a minimum of three years shall keep evidence of student-completed work on file. (This is a best practice and has not been agreed upon by the partners.)

## Appendix D – Dual Enrollment Authorization Form

## Appendix E – Direction for Accessing Class Rosters

### Course Instructional Requirements

- At the beginning of each semester, prepare and distribute current course syllabi to the students in each class taught.
  - Such syllabi shall be consistent with approved course of record and should include, as applicable, an outline of course objectives and requirements (exams, assignments, written work, field trips, etc.), grading policy, course content, student learning outcomes, and any specific rules or expectations of the instructor.
- Present course content according to a planned schedule and consistent with approved Course of Record.
- Begin and end scheduled classes on time.
- Instruct and/or supervise students during all class times.
- If ill, unavoidably detained, or engaged in approved professional, departmental, or college business, it is the responsibility of the instructor to contact the proper personnel.
- Establish and consistently enforce appropriate classroom rules and procedures.
- Administer exams or other assessment tools consistent with course objectives.
- Return student graded materials, with appropriate feedback, in a timely manner.
- Maintain accurate records of students' grades.
- Assess and report Student Learning Outcomes.
- Submit records of grades, student attendance, textbook orders and other required reports to designated campus officials in a timely manner.

### Curriculum

The Bakersfield College approved Course of Record must be followed; **there may be no additions or deletions from the Course Outline of Record.** The approved course of record may be found online at: <http://www.curricunet.com/kccd/search/course/>.

## Appendix F – Directions for obtaining Course Outline of Record

### Syllabus

- At minimum the Dual Enrollment Syllabus must include all items on the Syllabus Template.
- The dual enrollment course syllabus must be reviewed by the College discipline specific Faculty Chair or Faculty Liaison.
- The Syllabus must be provided to all Dual Enrollment students on the first day of instruction.



## Appendix G – Syllabus Template

### Textbooks

- Either the high school partner or student must secure all textbooks/supplemental materials.
- The required texts must follow the recommended textbook(s) listed on the Course Outline of Record.
  - If the High School partner desires to use an alternative textbook this must be vetted through the respective discipline Faculty Chair/Liaison prior to the course beginning.
- All textbooks and required materials must be available to students by the first day of instruction.

### Grading

- Grading will be based on the assessment of student learning outcomes as outlined on the Course Outline of Record, approved by Kern Community College Board of Trustees.
- Grading standards will adhere to the standards established by the College Discipline faculty.
- Submission of grades and student attendance must be completed within 72 hours after the final examination.

## Appendix H – Directions for Entering Grades

### Dual Enrollment Course Evaluation

The College Faculty Liaison will monitor the quality of instruction in order to assure compliance with the Dual Enrollment Course Agreement and the standards established by the California Community College Chancellor's Office, the Association of Community College and Junior Colleges (ACCJC), Bakersfield College and the High School Partner.

The evaluation shall include, but not be limited to:

- A coordinated course evaluation by Bakersfield College discipline faculty.
- Students will complete an evaluation of the course.
- A review of the instructional syllabus and course materials.
- Completion of a narrative statement of the assessment of Student Learning Outcomes by the Dual Enrollment instructor.
- The discipline Dean or designee will provide a signed written copy of the evaluation with narrative comments to the faculty member along with an invitation to discuss the evaluation.
- The evaluation will be maintained in the faculty member's permanent file in the Bakersfield College Dual Enrollment Dean's office and will not become a part of the Dual Enrollment instructor's high school personnel file.

## Appendix I – Course Evaluations Forms

### College HR/On-boarding Process

Upon being identified as a potential Dual Enrollment instructor, the High School instructor must complete the College HR/On-boarding process.

- The High School Dual Enrollment Administrator notifies the High School instructors to submit an electronic application to the Bakersfield College adjunct pool specific to the discipline they will teach (<https://careers.kccd.edu/postings>).
- Once the application is completed and the required transcripts have been uploaded, the applicant will push the “Submit” button.
- Upon successful submission of the application, the applicant will receive a confirmation number.
- Upon receipt of the confirmation number, the High School instructor will notify the High School Dual Enrollment Administrator and provide them with this confirmation number.
- After the College determines that the instructor meets minimum qualifications for the specific discipline they will be invited to participate in an informal interview with the College Faculty Chair and Instructional Dean. (Do all instructional departments want to do this?)

### Confidentiality of Dual Enrollment Student Records

#### Family and Educational Rights and Privacy Act (FERPA)

Parties agree to maintain the records for all students in accordance with all applicable federal, state, and local laws. For the purposes of this agreement, pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), Bakersfield College hereby designates the High School Partner as a school official with legitimate education interests in the educational records of the students who participate in the dual enrollment program to the extent that access to the records are required by the High School Partner to carry out the functions of the program. Parties agree to maintain the confidentiality of the students’ educational records in accordance with the provisions of FERPA. The parties shall not release educational records to any third party without written consent by the affected student. Verify the accuracy of all of this with Sue Vaughn.

### Absence Reporting/Request For Leave of Absence

- If ill, unavoidably detained, or engaged in approved professional, departmental, or college business, it is the responsibility of the Dual Enrollment instructor to contact the High School Dual Enrollment Administrator and the College Faculty Liaison prior to the absence.
- Requests for a leave of absence should be initiated five working days prior to the leave date for short term leaves (emergencies/extenuating circumstances require fewer or no prior approval days).
- Long-term substitutes must meet the minimum qualifications for the discipline.

- Short-term substitutes (what are the rules?)

## College Discipline Faculty Liaison Responsibilities

Once a course has been approved to be offered as a Dual Enrollment course and it has been determined that the High School Instructor has met the College minimum qualifications to teach the course, the discipline specific Faculty Chair will designate a faculty liaison for the High School Instructor.

### Instructional Requirements

The Faculty Liaison will:

- Assist in the development and review of the course syllabus.
- Oversee course assignments and share course materials.
- Assist with grading standards.
- Meet with the dual enrollment high school instructor (in person or via telephone) at least twice a semester (best practice is at least for a total of 10 hours during the semester, but needs to be determined by faculty).
- Formally observe the course during the instructor first semester of teaching a dual enrollment course and once a year thereafter (best practice but we need to determine if this is realistic for us), share the results of the observation and discuss options for improvement if required.
- Provide information about college services, e.g., library services and technical services.
- Perform assessment of Student Learning Outcomes

### Faculty Chair Responsibilities

- Review list of proposed dual enrollment courses with the Instructional Dean and determine appropriateness of offering course(s).
  - If a course is not approved to be offered, it is the responsibility of the Faculty Chair to provide a written explanation.
- In conjunction with the Instructional Dean, determine if the High School Instructor meets the minimum qualifications to teach the course as prescribed by the California Community College Chancellor's Office Minimum Qualifications.
  - If approved, complete and sign the "Authorization to Hire" form.
- If applicable, conduct a site visit to determine if the High School has the appropriate equipment, supplies and/or facilities to offer the course.
- Designate a (or serve as) Faculty Liaison to the High School Instructor.
- Communicate the name of Faculty Liaison to the College Dual Enrollment Dean.
- Coordinate and ensure the Dual Enrollment Evaluation process is followed and completed per College regulations and deadlines.
- If applicable, review alternative high school textbooks to ensure that the content is comparable and meets the rigor of the College textbook.

## Dual Enrollment Course Selection Process

Dual Enrollment courses are defined as college approved curriculum taught at the high school within the high school regular day by high school instructors who meet the College minimum qualifications and agree to teach to the college rigor and standards of instruction. Bakersfield College shall, establish, ensure and maintain control of college level courses offered in its name.

### Approval Process

- High School District reviews possible course offerings, such as Advanced Placement, advanced sequenced career technical education courses and sends a list of proposed course to the College Dual Enrollment Dean.
- Those requests are given to the appropriate Instructional Dean who upon discussion with the Faculty Chair will determine if the courses are appropriate to be offered as dual enrollment courses.
  - If the course is not approved to be offered, the Instructional Dean and Faculty Chair will provide a written explanation for this decision to be shared with the High School District.
- If a determination is made that the course will be offered at the high school, the following will take place before the course is offered:
  - High School Instructor must complete the HR verification/on-boarding process.
  - College discipline Faculty Chair will review the high school instructor's application and transcripts to determine that minimum qualifications are met.
  - Upon determination that minimum qualifications are met the Instructional Dean and Faculty Chair will sign the authorization of hire form and submit to Human Resources. The Authorization to Hire Form will include the statement "Dual Enrollment Instructor" on the top right hand corner of the form.
  - Bakersfield College and High School district will complete a Dual Enrollment Instructor and Course Agreement form.
- The Faculty Chair will designate a faculty member to be the specified Faculty Liaison and the person responsible for all communication with the high school instructor and course evaluation.
- Bakersfield College Faculty Liaison will meet with high school designated faculty to discuss curriculum, student outcomes, contact hours, rigor, evaluation methods, and assessment tools.

## College Administrative Processes

### Method of Delivery/Location of Course

Instruction shall be (1) delivered face-to-face in the high school by an approved high school instructor who meets the minimum qualifications set by The California Community College Chancellor's Office to teach in the respective discipline; (2) delivered in the high school utilizing a Bakersfield College adjunct or full-time instructor; or (3) via distance learning (this has not been realized but may be an option the College/HS district is exploring).

## Scheduling of Courses

- **Dual enrollment course offerings are determined each semester by a joint decision of the high school and the academic department at Bakersfield College sponsoring the course(s).** The final determination of course offerings is based on the number of students who meet the eligibility requirements, the availability of qualified faculty to teach the course, appropriateness to the Pathway, as well as the College's ability to support the course.
- If the high school does not have a qualified instructor, the Bakersfield College academic dean and department chair may recommend a college adjunct instructor or full-time faculty member.
- Every attempt to schedule dual enrollment courses during the College scheduling timeframe will be made.
- If the scheduling of courses occurs during the College scheduling time block, the courses will be scheduled using the College Schedule Plus system.
  - The Dual Enrollment Dean's office staff will schedule all courses being offered through the Kern High School District and/or in the Bakersfield College main campus service area.
  - The Director of the Delano Campus office staff will schedule all courses being offered in the Delano Campus service area.
- If a proposed course does not have an identified instructor the course will be scheduled as ghosted (not visible to students in the BanWeb system).
- Dual Enrollment course hours must match the approved Course of Record hours, example: 3 unit course = 54 hours.
- Dual Enrollment courses do not have to meet the college scheduling time blocks but must be scheduled in 5 minute increments, example: course meets 3 hours over 5 days/week/16 week term – scheduled as (M/T/W/TH/F from 9:00-10:05. **Need to Check with Tina to make sure this is accurate.**
- When scheduling courses outside of the College scheduling timeframe, the Dual Enrollment Dean or the Director of the Delano Campus office staff will schedule courses on a "Schedule Change" form and must include:
  - Course Name and Course Identifier
  - Start and end dates
  - Start and end times
  - Instructor name and Bakersfield College ID#, if the High School Instructor has not been identified Staff will be used.
  - Location
  - Part of load (POL) must be 0.00 if instructor is being paid by High School District
  - Comments – must indicate dual enrollment course and if applicable, dates that course will not meet (example: High School holidays if different than College holidays)
  - The Dual Enrollment Dean or Director of the Delano Campus must approve the Schedule Change form and forward the request to the College Scheduling

Technician.

- Once the courses have been scheduled, the College Scheduling Technician will notify the College Dual Enrollment Instructional Dean or Director of the Delano Campus. It is their responsibility to share the schedule with the High District administrator, the sponsoring course Department Chair and Instructional Dean, and if applicable all Program Managers.

#### Coding of Scheduled Courses – Accounting Code

Every attempt to schedule the course during the College semester term will be made.

Attendance Accounting of courses is coded as:

- If the course is scheduled as a full-length semester course, meeting the same day(s) and the same time(s) per week, it will be coded as a Weekly Student Contact Hour Course (WSCH).
- If the course is scheduled as a short-term course, meeting the same day(s) and time(s) per week, it will be coded as a Daily Student Contact Hour Course (DSCH).
- If the course does not meet at the same days or times per week, it will be coded as a Positive Attendance course. **Note: Actual attendance hours must be entered into myBanWeb at the end of the course when the instructor submits grades.**

#### Scheduling Timeframes

Every attempt will be made to schedule the Dual Enrollment course during the semester term (this includes summer session). The following scheduling rules apply:

- 54-hour courses must be scheduled during the semester term.
- Courses greater than 54-hours may be scheduled to cross terms (example – 108 hour course may start in October and .
- No course will be scheduled to cross 3 terms.

#### Teaching Load

**All efforts are made to identify high school teachers within the High School District to teach Dual Enrollment courses.** If the instructor assigned to teach dual enrollment courses is employed full-time by the high school and the courses are assigned during the regular school day as part of the assigned teaching workload, Bakersfield College does not compensate the faculty member.

- The workload units (Part of Load/Extra Pay) for this instructor must be recorded as zero on the College Staff Assignment Sheet (SAS) to indicate that no paycheck will be issued.

The **maximum load per term** for a Dual Enrollment High School teacher is 0.670. This includes all assigned Dual Enrollment courses and any courses assigned to the person as an adjunct instructor for the College. It is the responsibility of the college discipline specific instructional dean to verify teaching loads.

#### Student Tuition and Fees

- All enrollment fees are waived for students enrolled in Dual Enrollment courses, this

includes the “Student Representation” fee.

- Applicable insurance coverage, uniforms, associated travel expenses related to program competitions/events (e.g., Skills USA), chaperone expenses, etc., will be the responsibility of the High School Partner.
- If a student does not provide proof of permanent residency, the non-residency fee will be charged. (Need to verify this with Sue Vaughn)
- Textbooks are purchased by the participating public high schools.

### Dual Enrollment Faculty Human Resources Onboarding Process

All instructors must meet the minimum requirements specified by the California Community College Chancellor’s Office and Bakersfield College.

#### High School Partners Responsibilities

- High school Dual Enrollment Administrator will send the Bakersfield College Human Resources department and College Dual Enrollment Dean a list of proposed courses and instructors for each term.
- Proposed Dual Enrollment High School Instructors are directed by the identified High School administrator to submit an electronic application to the Bakersfield College adjunct pool specific to the discipline they will teach. (<https://careers.kccd.edu/postings>).
- Once the high school instructor has completed the application and attached the required transcripts, they submit the application.
- Upon successful submission of the application, the applicant will receive a confirmation number
  - It is the high school instructor’s responsibility to give the confirmation number to the identified High School Administrator.
  - The High School Administrator will notify the Bakersfield College Human Resources office and the College Dual Enrollment Administrator.
- The High School District Administrator will provide to College HR verification of TB and Department of Justice clearance for all high school Dual Enrollment instructors.

#### College Responsibilities

- Upon notification of receipt of the faculty application confirmation number by the High School Administrator, HR will notify the respective discipline faculty chair and instructional dean that there is a Dual Enrollment faculty application for review.
- The discipline department chair and instructional dean reviews the application for minimum qualifications and if required arranges for departmental interview.
- If the high school instructor meets the qualifications, the chair and dean signs and submits notification (Adjunct Statement of Qualifications Form) to Human Resources that adjunct identified needs onboarding.
  - The form must indicate on the top right corner that the person is teaching for the dual enrollment program.

- Human Resources will start the onboarding process including processing all paperwork and entering the person's information into BANNER (system of record).
- Human Resources will send an email notification that the instructor is cleared to work and has access to college email and schedule. The notification will be sent to the following: discipline Instructional and Dual Enrollment Deans, Scheduler, Dual Enrollment instructor and designated High School administrator
- If it is determined that the person has not met minimum qualifications, the discipline dean will notify the College Dual Enrollment Administrator and Human Resources. If the equivalency process is an option that will be communicated also.
- The College Dual Enrollment Administrator notifies the designated High School administrator who informs the proposed high school instructor of the decision and if the equivalency process is an option.
  - a. Human Resources will work with the high school instructor and guide them through the college equivalency process

#### *College Human Resources – Contact Information*

Primary Contact: Lori Carlson, Human Resources Assistant, (661) 395-4675

Secondary Contact: Dena Rhoades, Human Resources Manager (661) 395-4850

### Student Enrollment Requirements and Processes

#### *Student Eligibility*

If applicable, high school students must demonstrate eligibility, i.e., meet pre-requisites or assessment testing placement standards, to participate in academic or technical dual credit courses prior to enrolling in dual enrollment courses.

### Enrollment, Admission and Registration Processes

#### *High School Responsibilities*

- Will determine that student is eligible to be enrolled in Dual Enrollment course. **Need to discuss with HS partners how we're determining that students have either met pre-requisites or placement standards**
- Will assist students to apply for admission to Bakersfield College via CCCApply: <https://www.bakersfieldcollege.edu/apply>
- Will ensure that all students participating in a dual enrollment course will complete a Dual Enrollment Authorization Form – Appendix D.
- Will submit a typed roster listing all students by first and last name, BC ID number, Course CRN, Instructor Name and High School for each course with the signed Dual Enrollment Authorization forms to the Admissions and Records (A&R).
- If applicable, will provide A&R any student verification information.

#### *College Admissions and Registration Responsibilities*

Upon receipt of course roster and Dual Enrollment Authorization Forms, Admissions and



Records will: (This needs to all be verified by Sue Vaughn)

- Check form in Banner (SGASTDN) for student type, resident status, and citizenship.
  - Mark roster if HS transcript or Permanent Resident Card with HS transcript is needed.
- Request information from the high school for any students who are OT?/Dream Act.
  - This may include: an unofficial high school transcript for SB 150 application
  - For Permanent Residents a copy of the card
- Clear student in SOAHOLD, “Term (201670) Credit Both” and release End Date?
- Register all qualified students in Banner (SFAMREG)
- Notify the High School Administrator and Dual Enrollment Deans and/or Program Managers that the enrollment has been completed.

#### College Dual Enrollment Department Responsibilities

- Utilizing ODS (or other reporting systems), monitor and verify enrollments and FTES on a weekly basis.
- Provide continual updates and reports to Academic Administrative team and High School partners.

#### Success and Retention Tracking

#### Transcribing of Credit to Academic Transcript

#### State Rules/Regulations

#### State Funding