



**GATEWAY
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE

**Dual Enrollment Course/Instructor
Approval Packet**

Instructor Approval Process

GateWay partners with Valley high schools to offer dual credit for academic and occupational classes. Dual Enrollment courses are held on high school campuses and are taught by high school instructors who have met community college hiring qualifications. By offering the Dual Enrollment option, we strive to ease the transition from high school to college and to increase the number of college-bound high school students in our community.

Academic and Occupational Teaching Fields require the following from an accredited college or university:

| Academic Courses | Occupational Courses |
|---|---|
| - Master’s degree in the discipline to be taught, or | -the same qualifications as those listed for Academic Teaching Fields, or |
| - Master’s degree in any area with 18 graduate credits in the discipline to be taught | -a bachelor’s degree in the field from an accredited college or university plus three years of experience in the field or |
| | -5 years of experience in the field |
| BOTH: EDU 250 - Teaching and Learning in the Community College -- or equivalent must be completed by the end of the first semester of teaching a Dual Enrollment Course | |

To apply, complete the application packet and submit the following to the Dual Enrollment Coordinator at GWCC. The review process may also include an on-site visit of your classroom and/or lab.

- Expectations of High School Instructors Teaching for Dual Enrollment Form
- Hiring Form (POI - CWR Data Form)
- Dual Enrollment Course Approval Form
- Resume
- Unofficial Transcripts – Please provide legible copies
 - Official Transcript will be required upon approval
- Current Certificates and/or Certifications
- Letters of Employment (occupational/CTE only)
- Syllabus, including name and ISBN of textbook
- High School Course Standards with Curriculum Map

All required forms are included in this packet. Once the instructor packet has been received and processed, the GWCC Dual Enrollment Office will contact you.

Expectations of High School Instructors Teaching for Dual Enrollment

Dual enrollment instructors must submit transcripts and/or documentation of work experience. Additional requirements that must be fulfilled to meet Maricopa County community Colleges District (MCCCD) expectations include:

- Annually completing the online FERPA training <https://maricopa.learn.taleo.net>
- Annually completing the online Information Security and Privacy Course (which includes FERPA I) <https://maricopa.learn.taleo.net> see page 2 for more information.
- Submitting your syllabus to the division chair, department chair, or assigned faculty member at your partner community college. Be sure that it includes all of the MCCCD Syllabus Requirements.
- Using college-approved textbooks and materials.
- Teaching your Dual Enrollment course(s) at a college level.
- Ensuring that your curriculum meets high school and MCCCD course competencies.
- Maintaining academic rigor.
- Adhering to the Maricopa Grading Policy.
- Certifying the 45th Day Roster online via the Maricopa Student Information System (SIS).
- Submitting final grades online via SIS.
- Attending professional development opportunities for Dual Enrollment instructors.
- Promoting Dual Enrollment in the classroom and support the registration process.

Dual Enrollment (DE) is a partnership that includes alignment to appropriate academic and service standards. Dual enrollment courses are verified by MCCCD instructional councils. MCCCD district-wide instructional councils are discipline-specific groups composed of one voting faculty representative from each of the Maricopa Community Colleges. The verification process includes examining competency alignment, the syllabus, materials, hours of instruction, class size, facilities, and availability of necessary equipment. MCCCD Executive Vice Chancellor and Provost approves all DE Courses for the DE Course Catalog. In addition, your partner community college will offer a discipline-specific orientation that will cover course philosophy and curriculum (including assessment criteria), administrative requirements, and potential professional growth opportunities. You will also be evaluated annually by the department/division chair or designee using established community college procedures.

DE On-line Course to fulfill EDU 250 Requirement: The purpose of the on-line course is to provide high school teachers, who teach courses for dual enrollment, with an overview of the MCCCD and the DE Program. The course is designed to fulfill the EDU 250 requirements for high school teachers who teach dual enrollment. Maricopa adjunct faculty are still required to fulfill the EDU 250 requirement per MCCCD Guidelines: <https://hr.maricopa.edu/supervisor-tools/policies>

High School Teachers teaching DE enroll in the DE Course via the Employee Learn Center (ELC) using the URL address: <https://maricopa.learn.taleo.net>

Below is the link for the instructions for the course:

https://maricopa.learn.taleo.net/files/upload/tts/elc/Dual_Enrollemnt_Find_Course_Instructions.pdf

Expectations Continued...

Annual Mandatory Training and Disclosures

The Maricopa Community College District (MCCCD) is committed to securing and protecting the data of our students, faculty and staff. In 2015, the District went through an extensive review and subsequent implementation of measures to support this commitment. One measure is to ensure that all employees and business partners are aware of their role and responsibilities in protecting information and preventing misappropriation of data. To this end, the District is requiring all individuals who have access to our data systems to complete a mandatory online learning plan annually. All Dual Enrollment teachers meet this requirement and will have to complete the course in order to continue to work within our technological systems and with any MCCCD student.

In our new administrative regulations, your role with the District is considered a Contingent Worker (CWR). CWRs are important as they may have a relationship with Maricopa in which they have access to information that is protected by law from inappropriate disclosure and misappropriation.

There are now two separate courses that fulfill different FERPA/student data access requirements. New employees should complete the courses required of their position within 30 days of their hire date and all current CWRs annually.

Information Security and Privacy: In response to the ever-changing world of information security and privacy, this course is designed to familiarize you with Maricopa's security and privacy regulations. Because you have access to Maricopa's systems and networks, and, therefore, may have access to information that is protected by law from inappropriate disclosure and misappropriation, completion of the course is required. FERPA I in the Annual

Information Security and Privacy Awareness Learning Plan is a pre-requisite for the FERPA: Level II course.

FERPA: Level II: In 1974, Congress enacted the Family Educational Rights and Privacy ACT (FERPA), which places restrictions on any school, college, or university receiving federal funds over the release of student records. In this course, you'll find information on the Maricopa County Community College

District's (MCCCD) policies that were adopted to comply with FERPA requirements as well as other pertinent laws regarding access to other forms and official records. If you're an employee of MCCCD with access to student education records, you're obligated to comply with FERPA and to protect the confidentiality of student educational records in your possession. For more information about FERPA at MCCCD go to <https://distict.maricopa.edu/consumer-information/family-education-rights-privacy-act-ferpa>

In order to receive credit for completing the learning plans, you must pass each course quiz with a score of 80% or better. Your quiz scores will be immediately available and you may attempt each quiz as many times as necessary.

For accessibility/disability accommodations, technical issues, or if the learning plan is not showing as completed, contact the Center for Employee & Organizational Development at employee.development@domail.maricopa.edu, 480.731.8209

By signing below, I acknowledge my responsibilities as a Dual Enrollment Instructor.

Signature: _____ Date: _____

DUAL ENROLLMENT COURSE APPROVAL

Name of High School _____

High School Course Title _____

High School Course Teacher (**print** full name) _____

College Department/Division _____

Note: Courses offered for dual credit through GWCC must be listed in the Maricopa County Community College District (MCCCD) Dual Enrollment Catalog. The catalog can be accessed online by going to https://cdn.maricopa.edu/documents/pdf/student-affairs/de_course_catalog.pdf

List all courses you are requesting to offer or teach for dual credit. Provide the GWCC course number, name and the corresponding course at your school. The first row is an example.

| College | | | High School | Semester |
|---|----------------------------|----------|---------------------|---------------------------|
| Course Prefix | Title | Credits | Title | Fall, Spring, or Yearlong |
| <i>e.g. MAT142</i> | <i>College Mathematics</i> | <i>3</i> | <i>College Math</i> | <i>Fall/Spring</i> |
| | | | | |
| | | | | |
| | | | | |
| *If more than one college course is listed, will the students be required to enroll in both courses? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| What is the class modality? <input type="checkbox"/> Face-to-Face <input type="checkbox"/> Hybrid <input type="checkbox"/> Online | | | | |

Signature indicates course alignment are approved to award both high school and college credits, verification of minimum teacher qualifications have been met according to HLC.

_____ High School Course Teacher Signature _____ Date

_____ High School Dual Enrollment Contact Signature _____ Date

_____ High School District Dual Enrollment Liaison Signature _____ Date

_____ College Course Department Chair/Designee Signature _____ Date

_____ College Dual Enrollment Coordinator Signature _____ Date

Attach copies of high school course standards with curriculum map and syllabus.

MCCCD ONLINE POLICY MANUAL
Instruction Section III
3.6 Distribution of Course Syllabus

The MCCCD strives to create a productive learning environment for all students. Students will be advised of course content and instructor expectations through a course syllabus. The course syllabus serves as an agreement between the instructor and student.

The instructor must present a course syllabus to students during the first week of a class (before the end of drop/add). A copy of the course syllabus must be submitted to the division/department office at the college no later than the end of the first week of class.

The following items must be included or referenced in the course syllabus:

- College name, Campus or Site
- Instructor's name and contact information for student support
- Course information
 - Title, prefix, course number and section number(s)
 - Academic term and year, e.g., Fall 2016
 - MCCCD Course Description and/or Overview
 - Course format, e.g. Online, Hybrid, Face-to-Face
 - Credit Hours
 - Instructional Contact Hours and Minimum Expectations for number of hours spent out-of-class to complete coursework (See [Federal Credit Hour Definition](#))
- MCCCD Course Competencies
- Grading standards and practices
- Attendance requirements
- List of required and recommended texts, materials and technologies.
- Statement of student responsibility for the information in the syllabus.
- Statement of student responsibility for the college policies included in the college catalog and the student handbook
- Information about the availability of services for students that require special accommodations.
- Statements, as applicable, to inform students of the use of third-party learning tools, course-level integrations (LTIS) in the Learning Management System (E.g. Publisher Tools), social networks, combined (cross-listed) sections, proctored/monitored exams and plagiarism detection.
- Statement indicating that information included in the syllabus may be subject to change such as: "Students will be notified by the instructor of any changes in course requirements or policies."
- Statement or link regarding services for students with disabilities, unless instructor has placed the statement as an announcement in the classroom with the subject header classroom accommodations for students with disabilities, or the statement is placed on another piece of mandatory course material. Statement may be found here: [Mandatory DRS and TITLE IX Syllabus Statements](#)
- Statement or link regarding Title IX sexual harassment unless instructor has placed the statement as an announcement in the classroom with the subject header addressing incidents of Title IX sexual harassment or the statement is placed on another piece of mandatory course material. Statement may be found here: [Mandatory DRS and Title IX Syllabus Statements](#)

An instructor may choose to include additional information, such as expectations for academic work, required format, due dates, penalties for late/missed work, extra credit, etc., as necessary.

Source: <https://district.maricopa.edu/regulations/admin-regs/section-3/3-6>