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
- Dual Enrollment Course Approval Form
- Hiring Form (POI - CWR Data 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: _____

MARICOPA COUNTY COMMUNITY COLLEGES
Gateway Community College

CWR / POI DATA FORM

PERSONAL DATA

To Be Completed by CWR/POI – Please Print

NAME _____ SOCIAL SECURITY # _____
Print your full name exactly as it appears on your Social Security Card

ADDRESS_____
          Street Address(with apt. #)   *City*   *State*   *Postal Code*

PHONE ( )_____ PREFERRED PHONE ( )_____
          Circle one: Cellular/Work/Other   *Circle one: Cellular/Work/Other*

MALE ____ FEMALE _____   BIRTH DATE _____   EMAIL _____

EMERGENCY CONTACT _____
          Name & Relationship   *Home Phone*   *Work Phone*

Have you ever worked for the Maricopa County Community College District before? _____ Yes _____ No

HIGHEST LEVEL OF EDUCATION ACHIEVED: ( ) Less than high school ( ) High school graduate ( ) Tech/business School
( ) Some college ( ) AA ( ) Bachelors ( ) Some grad school ( ) Masters ( ) JD ( ) Doctorate ( ) MD ( ) DDS

ACKNOWLEDGMENT

By my signature below, I assert that all the information given in the "Person of Interest" form is true and acknowledge understanding and agreement with all materials and conditions as stated. I understand that false information (misrepresentation or omission of information) may be the basis for termination of my role at CGCC. I authorize investigation of all statements contained herein and hereby release all parties from any liabilities that may result from furnishing such information.

Signature _____ *Date* _____

STATEMENT OF REGISTRATION STATUS

Per Arizona Revised Statute 38-201, effective September 20, 1988, "a male person born after December 31, 1960 is not eligible to hold any office, employment or service in any public institution in Arizona unless the person has registered with the selective service system." *Revised 7/21/2010.*

TO BE COMPLETED BY DEPARTMENT AUTHORIZER

Check one: *(see reverse for definitions)*
( ) DUAL ENROLLMENT INSTRUCTOR ( ) CONSULTANT ( ) AGENCY TEMPORARY ( ) CALL CENTER
( ) RETIRED EMPLOYEE ( ) UNPAID INTERN ( ) VOLUNTEER ( ) VENDOR ( ) ESS EDUCATIONAL SVCS.

Department: _____ Dates of service: FROM ___/___/____ TO: ___/___/____
                              Required for HRMS Enrollment

Does person need access to computer systems? __ Yes __ No   Does person need an ID badge? __ Yes __ No

SUPERVISOR: _____
        Print Name   *Signature*   *Date*

If person is Dual Enrollment Instructor:

HIGH SCHOOL _____ SEMESTER: Fall ___ Spring ___ Year _____

Course(s) _____

For Employee Services use only:
HRMS entry _____ SIS ID # _____ Person ID # _____ Emailed Dept. _____

FERPA _____ Sent to D.O. _____ Processed by _____ Date _____

CWR / POI ANALYSIS

College Employee Services strives to provide customers with most efficient service possible. This form will assist us in providing you with the best possible customer service. Please use the following to select the type of POI you are bringing forward, so that our office can best determine your needs.

PERSON OF INTEREST ANALYSIS			
Person of Interest Category	**Check one that applies**	**Next Step**	**Definition**
Dual Enrollment Instructor	☐	Complete POI Packet Retain originals in Division files Forward appropriate copies to College Employee Services	Teaches college-level courses to High school students and are not compensated by MCCCD
Consultant	☐	Complete POI Packet Forward entire packet to College Employee Services	Hired to do specialized work on certain projects and are paid by outside sources
Agency Temporary Employee (such as Kelly Services Employee)	☐	Complete POI Packet Forward entire packet to College Employee Services	Temporary agency employees that come to work for MCCCD and are paid by the temporary agency
Retired Employee	☐	Complete POI Packet Forward entire packet to College Employee Services	Retired employees who continue a relationship with MCCCD are changed from Employee status to Person of Interest status
Call Center Employee	☐	Complete POI Packet Forward entire packet to College Employee Services	Employees who provide support for some of our systems and are paid by the contracted company
Unpaid Intern	☐	Complete POI Packet and Forward everything to College Employee Services Retain copy of "field placement agreement" in dept.	Can be any member of the community who is completing an internship for their degree program at a university
Volunteer*	☐	Complete POI Packet and *MCCCD Volunteer Forms* Forward everything to College Employee Services	Can be any member of the community working on a volunteer basis
Vendor (i.e. Follett or Chartwells employee)	☐	Complete POI Packet Forward entire packet to College Employee Services	Vendors are companies that provide services to MCCCD employees and students
ESS Educational Services	☐	Complete POI Packet Forward entire packet to College Employee Services	Are contract relationships with MCCCD for specialized programs For example: hospitals providing adjuncts for nursing program and/or Fire Science/EMT department

Phoenix Union High School District
DUAL ENROLLMENT COURSE APPROVAL

Submit this form and required documentation to:

Phoenix Union High School District, Curriculum Division (CES-3) 4502 North Central, Phoenix, AZ 85012

Name of High School _____

High School Course Title _____

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

Name of College/University   **GateWay Community College**

College Department Chair/University Dean (**print** name) _____

Check Appropriate Semester for Credit Offering:

Fall Semester Only Credit(s)_____   Spring Semester Only Credit(s)_____

Year Long High School Studies to Earn Credit(s) at end of Spring Semester_____

College/University Full Course Title(s)	Course Numbers	# of Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signatures indicate course alignment sufficient to award both high school and college/university credits, verification of minimum teacher qualifications according to HLC and/or school support for dual enrollment.

High School Course Teacher Signature	Date
High School Instructional Leader Signature	Date
Assistant Principal for Registration Signature	Date
College/University Course Department Chair/Dean Signature	Date
College/University Dual Enrollment Coordinator Signature	Date
Content Specialist Signature	Date
District Subject Area Curriculum Director Signature	Date

Attach copies of high school course standards and college course competencies/university 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.