



NACEP Accreditation: Take Your Program to Infinity and Beyond!

# Minnesota State Community and Technical College

## About M State



1 - Four campuses



2 - Two-year comprehensive public college



*3 - Serving 8,000+ students*



*4 - A member of the Minnesota State system*

## M State Concurrent Enrollment Program



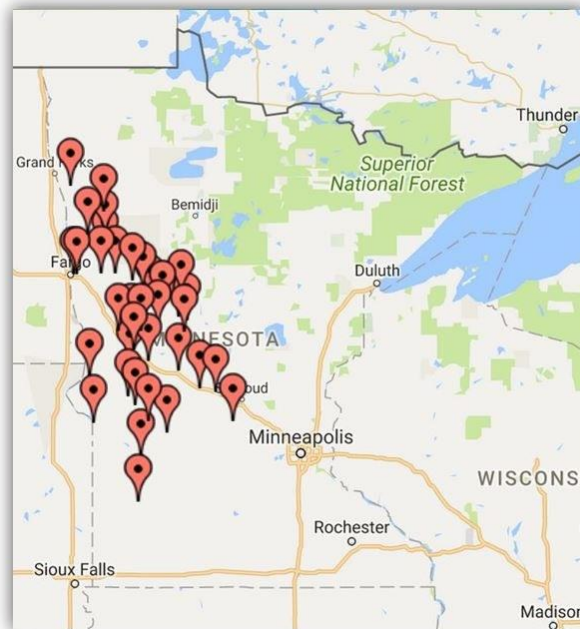
### M State Concurrent Enrollment Program

- One of the largest concurrent programs among two-year colleges in Minnesota
- K12 partnerships has been one of the focuses of the College's strategic priorities for the past five years

- Small and mighty team

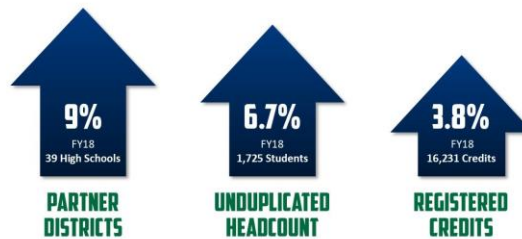


5 - Small and mighty team



## CONCURRENT ENROLLMENT PROGRAM

YEAR-TO-YEAR COMPARISON FY2017 TO FY2018



# Pillars of Success



## LOREM IPSUM

vector illustration

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## Pillars of Success

- **QUALITY**
- **INNOVATION**
- **ACCOUNTABILITY**
- **EFFICIENCIES**

### *Quality - The Orbit of Evolution*



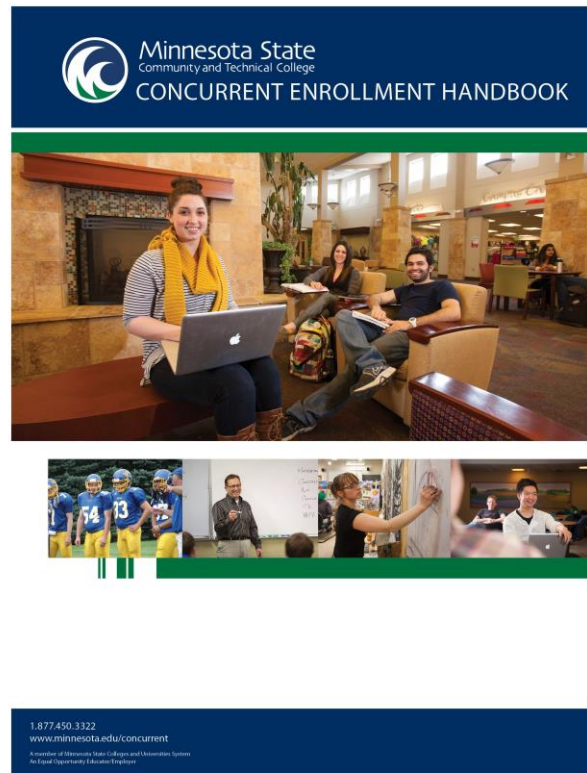
### Quality - The Orbit of Evolution

#### **Program Resources**

Be consistent in your program branding, thoughtful, intentional, organized and user-friendly for all stakeholders.

Examples:

- Handbook<sup>1</sup>
- Syllabus Template and Checklist<sup>2</sup>
- New Teacher Orientation Checklist<sup>3</sup>
- Student Guide to Success Brochure<sup>4</sup>



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<sup>1</sup><http://www.minnesota.edu/concurrent/>

<sup>2</sup><http://www.minnesota.edu/instructor/>

<sup>3</sup><http://www.minnesota.edu/mentor/>

<sup>4</sup><http://www.minnesota.edu/instructor/>



**COURSE SYLLABUS TEMPLATE**

Required sections are GREEN  
Recommended sections are BLUE

**HIGH SCHOOL INFORMATION**

School name, address, phone number, logo

**M STATE INFORMATION**

School name, website, phone number, logo

**INSTRUCTOR NAME**

**CONTACT INFORMATION**

**OFFICE HOURS**

**COURSE SEMESTER AND YEAR**

**COURSE TITLE**

This is a college level course offered by *(insert high school name)* through the Concurrent Enrollment Program at Minnesota State Community and Technical College – M State.

**REQUIRED TEXT AND/OR MATERIALS**

**COURSE PREFIX, NUMBER, DESCRIPTION AND CREDITS**

The course description and credits should be taken from the approved College course outline at [www.minnesota.edu/7id=658](http://www.minnesota.edu/7id=658).

**COURSE COMPETENCIES**

The course competencies should be taken from the approved course outline that is available at [www.minnesota.edu/7id=658](http://www.minnesota.edu/7id=658).

**COURSE SCHEDULE AND ASSIGNMENTS**

**COURSE ASSIGNMENTS AND RELATED COURSE COMPETENCIES**

**COURSE REQUIREMENTS AND GRADING POLICIES**

**ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

Feel free to use the content from the sample course syllabus. Please use a high school and M State contact.

**ACADEMIC HONESTY EXPECTATIONS**

Feel free to alter and/or use the content from the sample course syllabus.

**SYLLABUS DISCLAIMER**

The dates, times, topics and other components of the course are subject to change. Add where/how students will receive changes.

**DISRUPTION FREE CLASSROOM ENVIRONMENT POLICY**

This policy can be found at [www.minnesota.edu/policies](http://www.minnesota.edu/policies).

Updated August 2017



**SYLLABUS CHECKLIST**

**REQUIRED INFORMATION**

- |  |  |
|--|--|
| <input type="checkbox"/> High School Information | <input type="checkbox"/> Course Competencies                           |
| <input type="checkbox"/> M State Information     | <input type="checkbox"/> Course Requirements and Grading Policy        |
| <input type="checkbox"/> Instructor Name         | <input type="checkbox"/> Accommodations for Students with Disabilities |
| <input type="checkbox"/> Course Prefix & Number  | <input type="checkbox"/> Academic Honesty Expectations                 |
| <input type="checkbox"/> Semester & Year         |  |
| <input type="checkbox"/> Course Description      |  |
| <input type="checkbox"/> Credits                 |  |

**RECOMMENDED INFORMATION**

- Teacher Contact Information
- Office Hours
- Course Schedule and Assignments
- Required Textbooks and/or Materials
- Important Dates
- Technology
- Syllabus Disclaimer
- Disruption Free Classroom Environment Policy
- Other: \_\_\_\_\_

Updated August 2017

**CONCURRENT TEACHER ORIENTATION**

*Documentation of teacher orientation is required for new teachers, which should be done at the pre-class mentor meeting. This form is optional for teachers that are not new to the CE Program. Please submit this checklist and meeting notes with your mentor report.*

Instructor: \_\_\_\_\_ High School: \_\_\_\_\_

Mentor: \_\_\_\_\_ Date: \_\_\_\_\_

**PROGRAM OVERVIEW**

- Concurrent Enrollment Program overview  
*Review the Concurrent Enrollment Handbook (see: [www.minnesota.edu/concurrent](http://www.minnesota.edu/concurrent)). Include the review of topics such as FERPA, course caps and the student agreement of understanding.*
- Mentor/mentee relationship
  - Number of visits and how they will occur, mentor reports, etc.
- Instructor roles and responsibilities
- Syllabus requirements  
*A sample syllabus, and syllabus checklist and template can be found at [www.minnesota.edu/?id=1149](http://www.minnesota.edu/?id=1149)*
- Book requirements (suggestions)
- Concurrent Enrollment Day

**DISCIPLINE SPECIFIC AGENDA**

- Course outcomes
- Course curriculum
- Pedagogy
- Course philosophy
- Assignments and assessments
- Grading
- Other:

**About M State.**

Minnesota State Community and Technical College serves more than 8,000 students at its four campuses in Detroit Lakes, Perissia Falls, Moorhead, Wadena and through eCampus. M State has been

partnering with high schools across the state of Minnesota since 1985 to offer college credit in the high school. Students benefit by earning college credit, saving money and experiencing college rigor and expectations without having to leave the high school classroom.

The first step to success is understanding college expectations.

**Classroom Tips**

**Participate**

- Attend class
- Take notes
- Ask questions
- Listen actively

**Be Prepared**

- Read the class syllabus
- Use effective study skills
- Read assigned text before class
- Review notes
- Do your homework
- Turn assignments in on time

**Use your Resources**

- Get a study buddy
- Ask the instructor for help
- Use tutoring and learning center resources



**CONCURRENT ENROLLMENT PROGRAM**



*Guide to College Success*



**Be Responsible.**

To be successful in college, you are expected to be self-disciplined, have good study habits and to have time management skills. A concurrent course is held to the same standards as a class taught at the college. Read your class syllabus carefully to understand what is expected of you to be successful in the class.

**Participate.**

Attendance and active participation are critical to your success as a college student. It is important to be engaged in classroom discussions, ask questions and attend each class every day it meets. Each instructor's attendance policy should be outlined in the course syllabus.

**Hit the Books.**

As a general rule, you will need to spend **two hours of study time for each hour you are in class.** College classes are more academically challenging than a high school class. College students are expected to:

- Use effective study skills
- Take effective notes and study them regularly
- Create study guides
- Utilize comprehensive research skills and properly cite sources
- Be organized and prepared for class

**Academic Honesty and Integrity.**

Students are expected to be the sole author of their work and to acknowledge the authorship of others' work through proper citation and reference. Use of another person's ideas constitutes plagiarism and academic dishonesty and is prohibited conduct. The consequence of academic dishonesty is determined by the instructor and may include, but is not limited to non-acceptance of submitted course work, failing grade on assignment, lower or failing grade in a course. The Academic Honesty and Integrity Policy, as well as all other M State policies, can be found at [www.mnstate.edu/policies/](http://www.mnstate.edu/policies/)

**Meet the Requirements.**

You are responsible for meeting satisfactory program requirements **every semester.** This means maintaining the GPA and percentage completion requirements outlined in the student handbook at [www.mnstate.edu/handbook](http://www.mnstate.edu/handbook). Failure to meet these requirements will disqualify you from the concurrent enrollment program.

**Ask for Help.**

If you are experiencing problems, talk with your teacher and high school counselor right away, or call M State at 1.877.450.3322 and ask to schedule an appointment with a staff member about your concerns.

**Comply with College Policies.**

You are responsible for understanding and complying with college policies outlined in the handbook (e.g. dropped/withdrawal, academic progress, etc.) If you register for a class and decide to drop it, contact your high school counselor immediately. Concurrent students must follow the deadline for the last day to withdraw deadline, just like all other college students. The M State Academic Calendar can be found at [www.mnstate.edu/news/events](http://www.mnstate.edu/news/events)

**FERPA FAQs.**

The Family Educational Rights and Privacy Act (FERPA) is a federal law which gives college students the right to control disclosure of private education records. If you would like your parent or guardian to have access to your records, you must sign a release of information form. The form should be available in your high school counseling office. More information on FERPA can be found at [www.mnstate.edu/Sdi-11461](http://www.mnstate.edu/Sdi-11461).

**Plan for Your Future.**

Please keep in mind that your concurrent classes will be a permanent part of your college record. The grades you receive will count toward your cumulative college GPA and will impact your future college career. Understand that you will be required to send an M State transcript to all colleges you attend in the future, and you will be held to college policies regarding satisfactory academic progress and financial aid eligibility based on your academic performance.



## Innovation - The Sky is the Limit

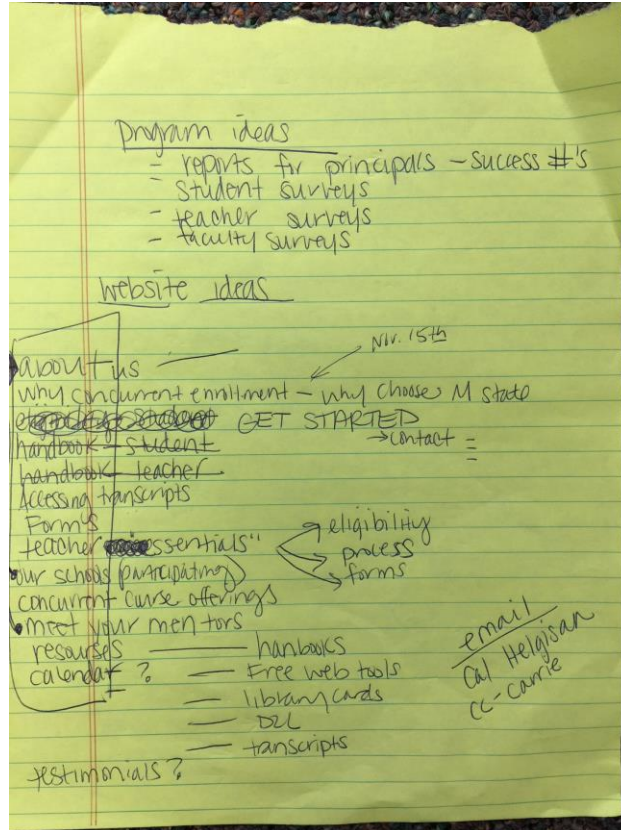


## Innovation - The Sky is the Limit

- Online Newsletters<sup>5</sup> (derived from E standard surveys)
- Developing self-service webpages with info, resources, FAQs and forms

<sup>5</sup><https://sway.com/4yrnNt1ABtXdyZQh?ref=Link>

- About CEP<sup>6</sup> - Team, Common Courses, Professional Development Day, Process Timeline, Success Reports
- Counselors<sup>7</sup>
- Faculty Mentor<sup>8</sup>
- High School Instructor<sup>9</sup>
- Students<sup>10</sup>



<sup>6</sup><http://www.minnesota.edu/aboutcep/>

<sup>7</sup><http://www.minnesota.edu/counselor/>

<sup>8</sup><http://www.minnesota.edu/mentor/>

<sup>9</sup><http://www.minnesota.edu/instructor/>

<sup>10</sup><http://www.minnesota.edu/cepstudents/>

Minnesota State  
Community and Technical College

Academics Admissions Campuses Help

Search M State

Save Money and Earn College Credit  
Concurrent students save money and earn college credit with the convenience of staying in their high school classroom.

Learn More

Concurrent Enrollment Program  
You are in the Academics section

Academic Calendar  
Academic Honors  
Bioscience  
Class Schedules  
College Catalog  
Course Outlines  
Federal Grants  
Find A Degree By Campus  
K12 Collaborations

M State Concurrent Enrollment Program (CEP)  
M State collaborates with more than 35 partner high schools across Minnesota to offer college-level classes, all taught in high school classrooms by qualified high school teachers.

Student benefits of taking concurrent courses include:

- Earn college credit
- Save money
- Get the college experience in a high school setting
- Develop college-level study habits and time-management skills
- Experience college expectations and academic rigor
- Save time and gain flexibility in college by completing credits in high school
- Build confidence in the ability to succeed in college

APPLY Admissions TRANSFER To or From M State CONNECT Community CONTACT Request Information FOLLOW M State Social Media VISIT Campus LEARN MORE

## Accountability - Fueled by Integrity



## Accountability - Fueled by Integrity

- Success Reports<sup>11</sup>
- Advisory Committee
- Access - program information and resources online
- Online NACEP Portfolio<sup>12</sup>



### CONCURRENT ENROLLMENT PROGRAM SUCCESS REPORT

MISSION: Provide dynamic learning for living, working and serving. VISION: A success story for every student and stakeholder.

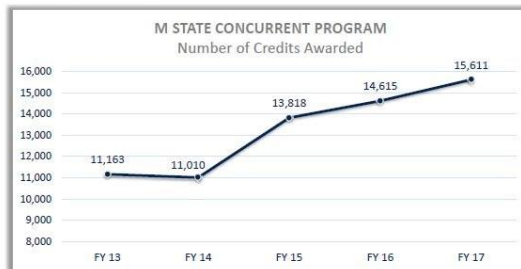
#### Academic Year 2016-17

##### FY 17 Summary

M State's Concurrent Enrollment Program partnered with one less school district in FY 17, however the unduplicated headcount was minimally impacted and the number of credits earned increased by 6.8%. There were also 25 more sections of concurrent classes offered in FY 17 compared to the previous fiscal year.

##### Credits Awarded

The program awarded 6.8% more credits in FY 17 than FY 16. The last four fiscal years show an upward trend in the number of credits awarded.



<sup>11</sup><http://www.minnesota.edu/?id=21661>

<sup>12</sup><http://www.minnesota.edu/?id=19861>

## Efficiencies - *Journey to a New Dimension*



### Efficiencies - Journey to a New Dimension

- Online Mentor Reports<sup>13</sup>
- Online Surveys
- Online New Teacher Application<sup>14</sup>
- Process Timeline<sup>15</sup>
- Improved Relationships – bi-product of efficiency

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<sup>13</sup>[https://minnesota.az1.qualtrics.com/jfe/form/SV\\_6yWOTx3FTUmGrMF](https://minnesota.az1.qualtrics.com/jfe/form/SV_6yWOTx3FTUmGrMF)

<sup>14</sup>[https://minnesota.az1.qualtrics.com/jfe/form/SV\\_d6UKWi8Tghvd6ex](https://minnesota.az1.qualtrics.com/jfe/form/SV_d6UKWi8Tghvd6ex)

<sup>15</sup><https://www.minnesota.edu/ceptimeline/>

 **Concurrent Enrollment Timeline**

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June
Accuplacer Testing	Accuplacer Testing for Spring Classes Oct. 1 - Nov. 30		Accuplacer Testing for Fall Classes Dec. 1 - April 30						
Confirm Courses	Confirm Spring Courses Oct. 1 - 31					Confirm Fall Courses Mar. 1 - 31			
Registration			Spring Registration Dec. 1 - 15	Please review the M State class lists mailed to your high school at the start of every semester for accuracy. Concurrent instructors can log in to D2L Brightspace to view class lists.				Fall Registration May 1 - 31	
Grades				Grades Jan 1 - Feb. 10				Grades May 1 - June 10	

## Lessons Learned - Houston, we have a problem



## Lessons Learned - Houston, we have a problem

- Internal NACEP volunteer advisory committee - *don't make accreditation a solo mission.*
- Document, document, document! Ex. meeting notes, special events, activities, if it isn't documented it didn't happen. Document positives and challenges.
- Advisory committee - giving K12 a voice



## Lessons Learned - Beware of C.A.V.E People



## Mission Control



## Closing the Loop - Alignment with HLC Criteria for Accreditation

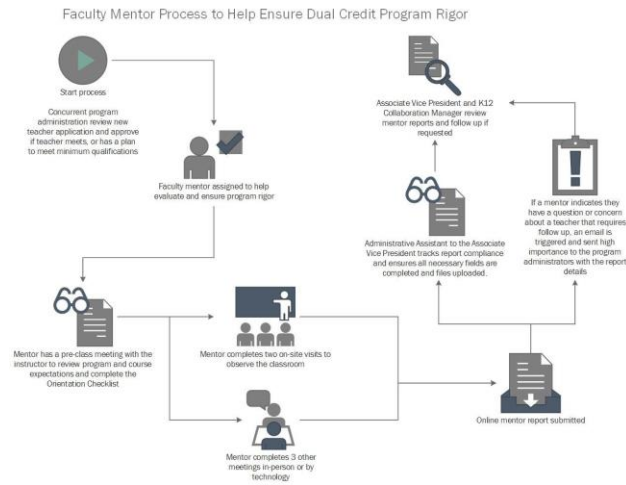
Questions to be asking at a programmatic level:

- What is the **process**?

- What are the **results** of the process and what data is being collected and analyzed to show this process is effective?
- Is the data being collected relevant and meaningful? How often do you review the data? Do you have benchmarks? Do you compare results to regional or national averages?
- How do you continually **improve** your processes and use data to drive decisions? How does the program's continuous improvement efforts better student learning?

### Examples

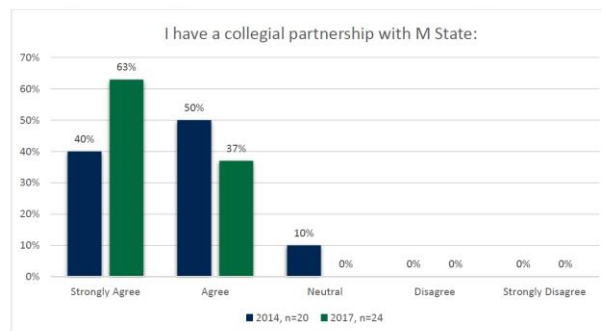
- Faculty mentoring process helps ensure course rigor
- Mentor reports and student course survey results are used to ensure course outcomes are being met and to create continuous improvement action plans for instructors when needed
- Stakeholder surveys are routinely conducted, results analyzed and continuous improvement strategies implemented



### Collegial Partnerships with M State

The Concurrent Enrollment Program has strong collegial partnerships with principals, as there were no responses of 'disagree' or 'strongly disagree' on either the 2014, or 2017 Principal Survey.

In 2017, 23 percent more principals responded as 'strongly agree' compared to 2014; there were no neutral responses. This significant increase in 'strongly agree' demonstrates strengthened partnerships as a result of strategic continuous improvement initiatives including a bi-annual newsletter, success reports, an outreach schedule and increased presence of M State staff in partner high schools.



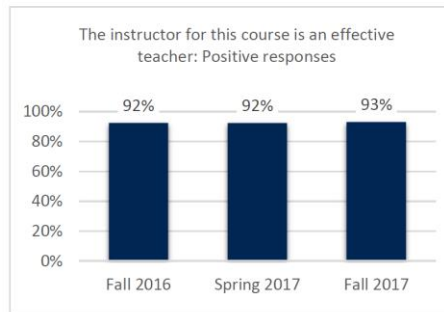
M State CEP continuous improvement initiatives:

- Compile *all* course survey results every term to do a meaningful analysis and identify the program's top 5 strengths and top 5 opportunities for improvement
- Compare survey results from alumni, principals, instructors and counselors surveys to previous years' results to identify strengths and opportunities for improvement
- Set benchmarks
- Research available data for regional and national comparison

#### End of Course Survey Results Summary

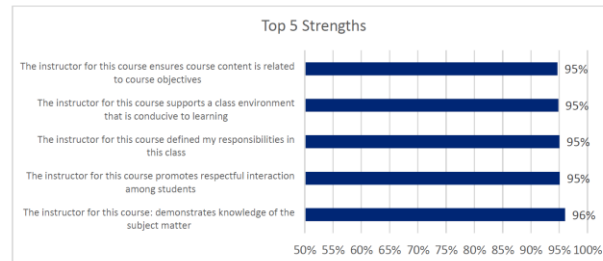
##### Effectiveness of Instructors

Student ratings of course surveys indicate that concurrent instructors are effective.

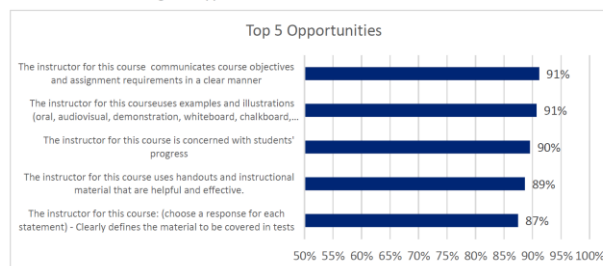


##### Concurrent Enrollment Program - Strengths

Overall, students perceive the following items as the greatest strengths and opportunities:



##### Concurrent Enrollment Program - Opportunities



Questions?



**Signing Off** - *Presented by*

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*6 - Megan Adamczyk*



*7 - Katie Tysdal*



**LEARN**  
**MORE**  
minnesota.edu  
877.450.3322