

Partnership Standards

February 2020



Presenters:



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Partnership Standard 1

- **The concurrent enrollment program aligns with the college/university mission and is supported by the institution's administration and academic leadership.**

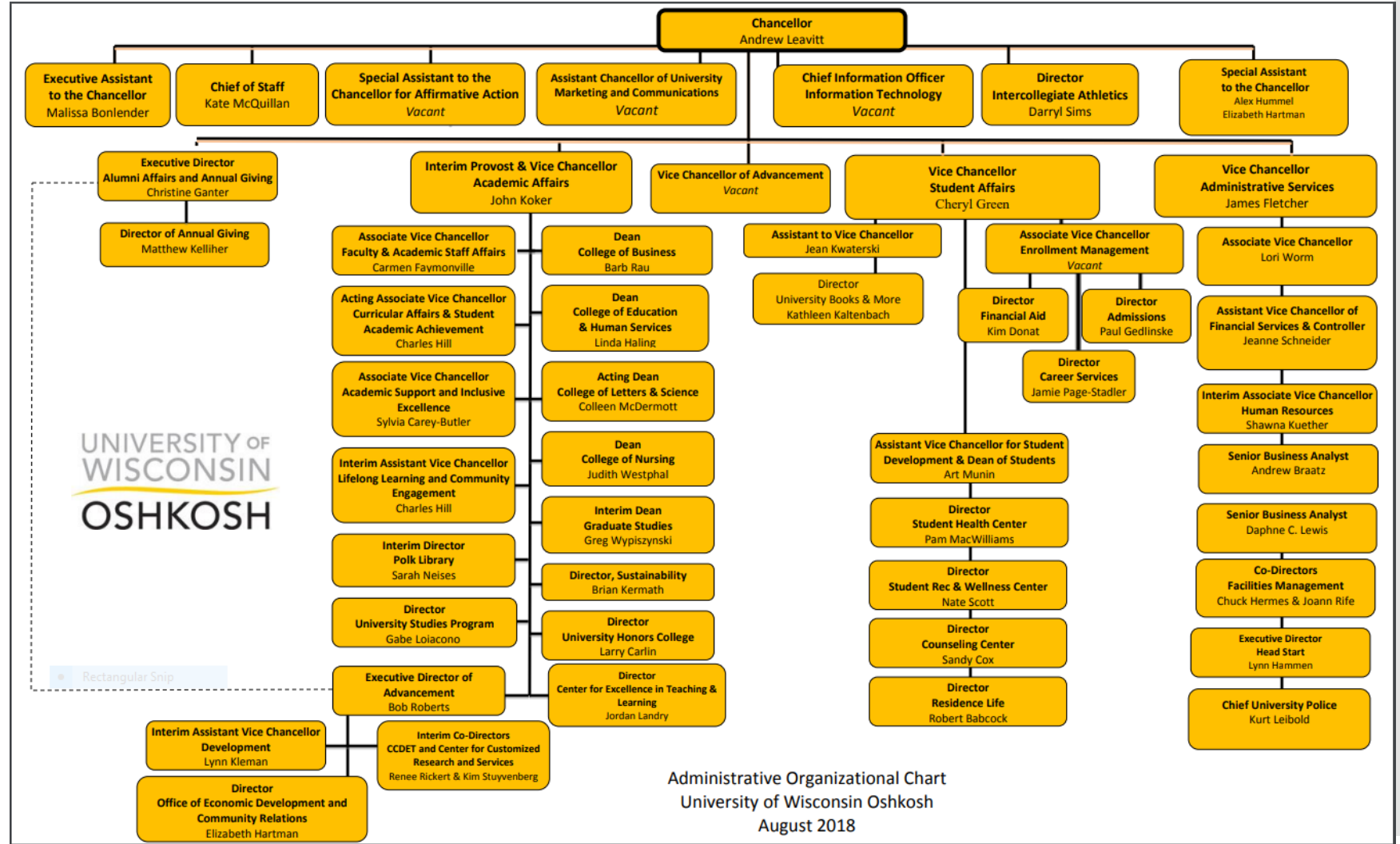
Required Evidence

Team is Reviewing:

- Organization chart
- CE staffing, including services provided by other college depts.
- Listing of all Faculty Liaisons; description of Faculty Liaison role, including liaison procedures and practice guide/handbook.
- Description of how CEP aligns with College/university mission, strategic plan or other guiding document. Program Director and Chief Academic Officer will sign the NACEP Partnership Form or provide a letter that both individuals sign.

Samples of P_1

Organizational Chart- UW Oshkosh Administrators



Faculty Liaison -roles and duties



Cooperative Academic Partnership Program

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[COURSES](#)

LIAISONS

Liaisons are faculty members from UW Oshkosh who serve as mentors to the adjunct high school instructors approved by their academic department to teach CAPP courses. They help with the oversight and support of quality of these CAPP courses (see requirements listed below). Liaisons are compensated and reimbursed for travel. Each year liaisons receive a contract with the CAPP Office at the fall liaison meeting that details the high schools, adjuncts and courses he or she is responsible for that year.



REQUIREMENTS FOR BEING A LIAISON

1. Mentor adjunct teachers by visiting them in their classrooms at least once per course AND conduct at least one other visit with your adjunct in a manner that is mutually agreeable to you and your adjunct. First-year adjuncts must have a Peer Evaluation done during the first semester the course is offered.
2. Complete site visit reports for each visit and submit to CAPP office by end the CAPP course. Complete the Course Evaluation at the end of the course.
3. Participate in the annual faculty liaison meeting.
4. Attend the entire annual Spring meeting and prepare a 2 hour workshop for your adjuncts to offer during the summer. These may be done in conjunction with other liaisons in your department as long as the overall workshop is approved by the CAPP Office.
5. Ensure that the off-campus CAPP section of the campus-based course is comparable in quality. This would include, but not be limited to:
 - Collaboration with adjunct instructor on course outline/syllabus.
 - Collect syllabi and send to CAPP office.
 - Determine if content, pedagogy and assessment are congruent with campus course.
 - Assist adjunct faculty with determining eligibility for special students that do not meet current CAPP admission guidelines and approving these CAPP students with teacher recommendation.

UW Oshkosh Mission Statement

- Located on CAPP website
- Linked to UW Oshkosh's Mission Statement Page
- Printed in CAPP Adjunct Handbook
- Included on our MOU with partner schools
- Referenced during PD session welcome address

Partnership Standard 2

- The concurrent enrollment program has ongoing collaboration with secondary school partners.

Required Evidence

The Review Team is scouring your uploaded evidence for:

- 1) Description of the ongoing collaboration between the CEP partners and the roles and responsibilities of each stakeholder.
- 2) Sample MOU or partnership agreement between College and School District.

Samples of P_2

Ongoing
collaboration

- Joint Meetings
 - Kentucky Department of Education
 - Kentucky Community and Technical College System
 - K12 Partners



Memorandum of Agreement

- Approved Statewide
- Defined requirements
 - Student/Parents
 - Concurrent Enrollment/Dual Credit Faculty
 - K12 Partners
 - College and University
 - Council on Postsecondary

Dual Credit 2019-2020
Memorandum of Understanding (MOU)
between
KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM
and
KENTUCKY DEPARTMENT OF EDUCATION

I. Introduction and Purpose

The Kentucky Community and Technical College System (KCTCS) and the Kentucky Department of Education (KDE) mutually support the attainment of dual credit coursework for high school students. This Memorandum of Understanding (MOU) underscores the dedication of both agencies to improving the educational attainment of Kentucky citizens and reinforces the collaboration necessary to achieve this level of success.

Improving the educational attainment of Kentucky citizens is key to ensuring the State's long-term success. The State commits significant resources across the educational spectrum to develop and implement strategies to address this critical issue. Providing secondary students dual credit opportunities is a proven educational strategy with the capacity to complement and maximize the chances of success of our educational initiatives. Effective dual credit systems have impacts both at the secondary and postsecondary levels and provide the opportunity for collaboration.

Participants are expected to know and follow current and future versions of Dual Credit Policies established by the Kentucky Council on Postsecondary Education found at: <http://cpe.ky.gov/policies/dualcredit.html>

Sample MOU or Partnership Agreement

- ❖ Document used to highlight the IHE and secondary school commitment to the shared entities of the dynamic.
- ❖ IF NO such document exists for the partnership, provide a description of the process under which school/district leadership and concurrent enrollment program establish a partnership and the extent of the relationship.

P2: Sample Evidence

UW Oshkosh CAPP

- ❖ Academic Career Preparation (ACP) committees with partner schools for DPI compliance
- ❖ CAPP student participation in campus curricular contests (speech, math, etc.)
- ❖ UW Oshkosh academic advisors offer training for partner school counselors
- ❖ On-site delivery of University of Wisconsin System Math Placement exam
- ❖ Professors attend “parent information night” sessions at partner schools to deliver pertinent information on majors and job opportunities within their majors
- ❖ Polk Library Director reaches out to all adjuncts offering CAPP classes for ways to help CAPP students become more savvy with library resources

Questions

