



State of Dual Credit Programs

Dual Credit Professional Development Day

**Dr. Rebecca De Leon,
Dean for Dual Credit Programs & School District Partnerships**



Outline

- **Dual Credit Programs Overview**
- **Dual Credit Resources**
 - College & Student Resources
 - Staff Support
 - Student Guide to Completion
- **Program Quality & Assessment**
 - Compliance Requirements
 - Reference Guides and Manuals
- **Dual Credit Interlocal Agreement Highlights**
- **Faculty Support**
 - Expectations
 - Reporting Requirements
 - Starfish Surveys
 - Textbooks & Materials
- **Safety Protocols**
 - COVID Protocols
 - ISD Security Measures



Over 20 Years of
Student Success

Over 11,700
Dual Credit
Students

Over 560
Qualified
Faculty

21
School District
Partners

70
High Schools

1,400+
Course Sections
140+
Unique Courses



STC has one of the largest Dual Credit Programs in the State of Texas. Since **2000**, the College has served over **130,000** dual credit students tuition-free.



Dual Credit Programs **Options**



**Dual Credit
Courses**



Earn College Credit hours towards STC Core curriculum courses (Basics)



**Career & Technical
Education Programs**



Earn a Certificate and/or an Associate degree in high demand technical careers.



**Designated
High Schools**



**Earn college credit hours up to an Associate degree.
(ECHS, T-STEM, P-TECH)**



**Academy
Programs**



**Earn an Associate degree in the
STEM, Business or Criminal Justice field**



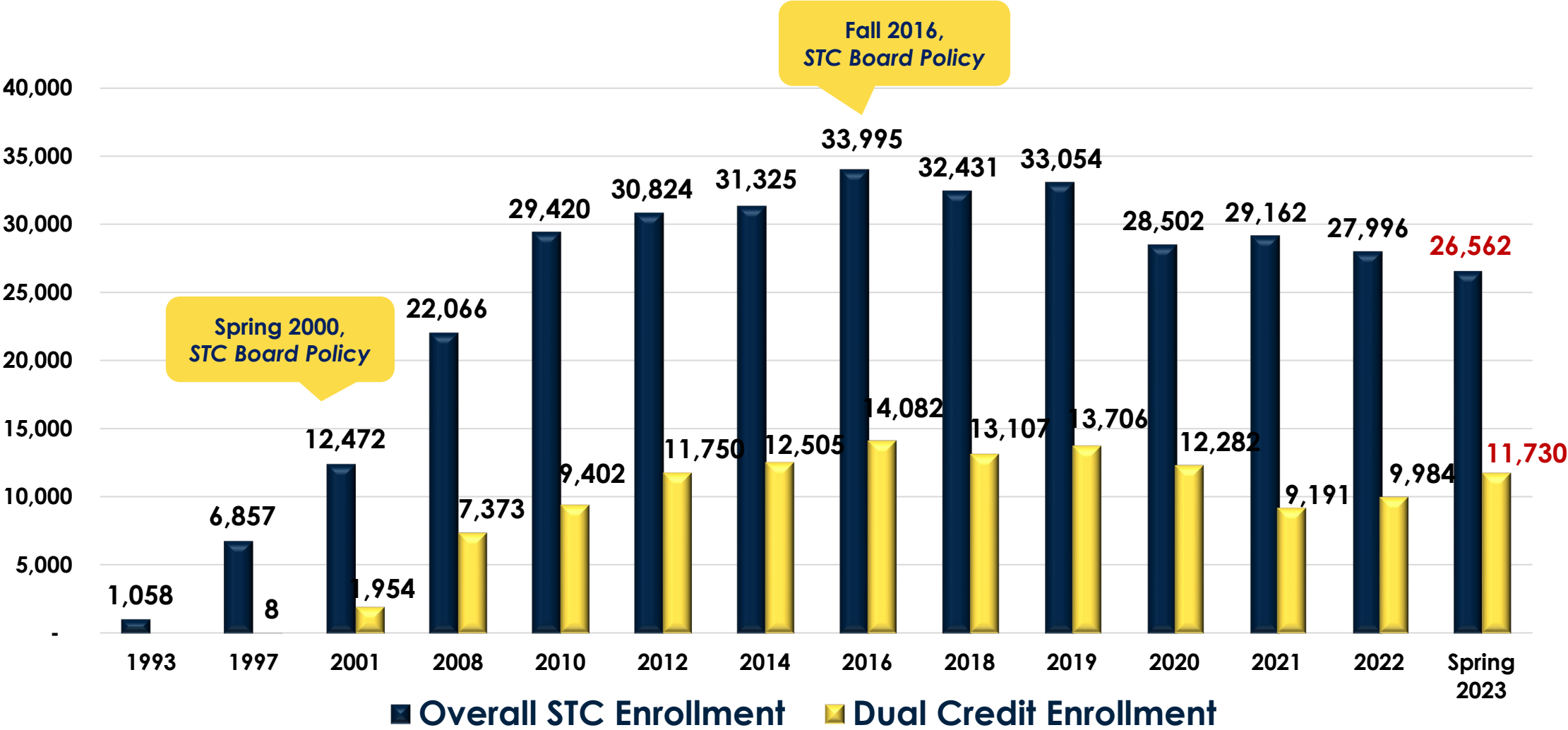


CONTACT DUAL CREDIT PROGRAMS



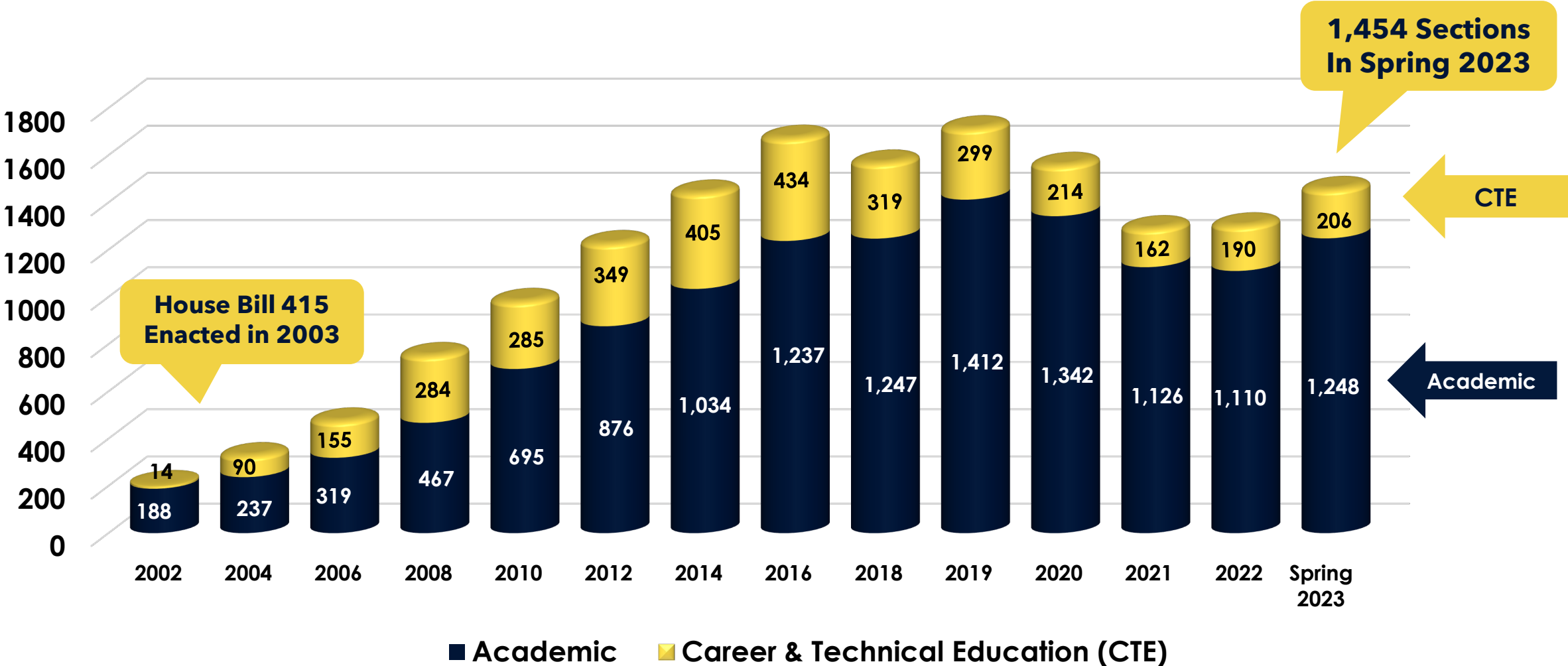
South Texas College

Enrollment: Fall 1993 - Spring 2023



Dual Credit Sections

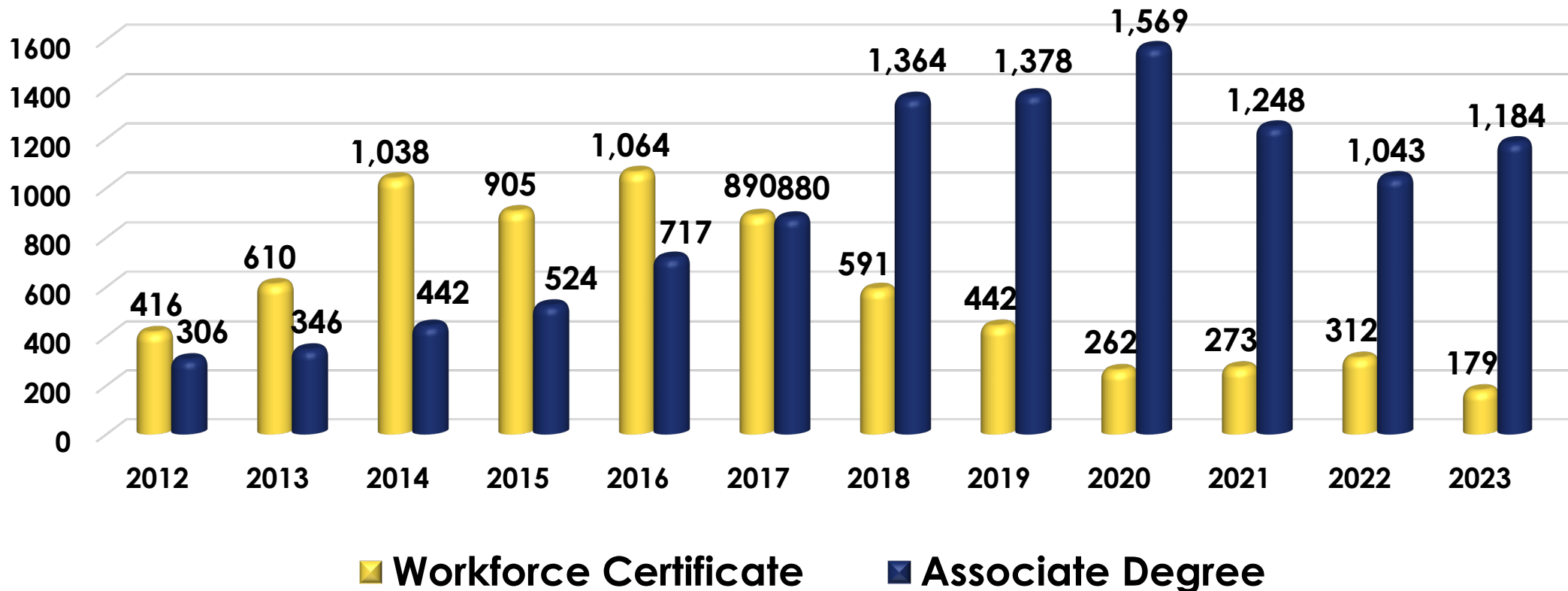
Academic & CTE: Fall 2002 - Spring 2023



DUAL CREDIT GRADUATES: **CERTIFICATE AND ASSOCIATE**

Fall 2012 - Spring 2023

23% (1,134) of participating Dual Credit High School Seniors earned an Associate Degree during Academic Year 2022-2023.





Dual Credit **Resources**

Student Engagement Points

CONNECTION



- ✓ INFORMATION SESSIONS
- ✓ RECRUITMENT
- ✓ CAMPUS TOURS

ENTRY



- ✓ APPLY TEXAS DRIVES
- ✓ TESTING
- ✓ STUDENT ORIENTATION

PROGRESS



- ✓ ADVISING
- ✓ SUCCESS WORKSHOPS
- ✓ MONITOR & TRACKING
- ✓ RESOURCE ACCESS

COMPLETION



- ✓ GRADUATION

College & Student Resources



JagNet

College Student Portal

**Starfish Early
Alert System**

**Counseling &
Advising Center**

Library Services

**Center for Learning
Excellence** *Tutoring Center*

**Transfer Center &
University Relations**



Staff **Support**

Roles on Supporting Parents & Students



- Conducts **Individual and Group** Academic, CTE & Transferability **Advising Sessions**
- Conducts **Degree Audits** and Resource Knowledge for Dual Credit Students
- Creates Campus **Instructional Plans**
- **Tracks Degree Completion**, Graduation and Matriculation of Dual Credit Students
- Conducts **Trainings and Presentations** for Stakeholders
- Provides **Departmental Support** for Program Chairs
- Enforces Enrollment **Policy Compliance**
- Oversees the Designated **High Schools Compliance** as an IHE Representative





Experience
Exceptional

A STUDENT GUIDE TO COMPLETION

ALIGNING COLLEGE-LEVEL DEGREES WITH
HIGH SCHOOL ENDORSEMENTS



- Developed to assist high school students, parents/guardians, and counselors to **make informed choices** about educational pathways
- Alignment of High School Endorsements and dual credit courses
- Available on the STC Dual Credit Programs webpage

<https://www.southtexascollege.edu/dual/manuals.html>





Program Quality Assessment

Continuous **Program Rigor & Quality**

SACSCOC



INTERLOCAL
AGREEMENT

MISSION
VISION
GOALS

NACEP



NACEP
ACCREDITED PROGRAM

DUAL CREDIT
MANUALS &
REFERENCE
GUIDES



SACSCOC Policy

- Demonstrate clear institutional control over dual enrollment courses and programs.
- Areas of Evaluation:
 - Substantive Changes
 - Faculty
 - Curriculum & Instruction
 - Institutional Effectiveness
 - Library and Learning Resources
 - Academic and Student Support Services
 - Admissions and Transparency
 - Facilities



NACEP Accreditation



- NACEP Accreditation provides **national recognition** that the courses taught in high schools by Dual Credit Faculty through the College's Dual Credit Programs follow best practices and meet quality standards
- College must demonstrate all policies and practices in the NACEP Accreditation Standards.
- The College's Dual Credit Program is responsible to submit an Annual Report to demonstrate compliance.



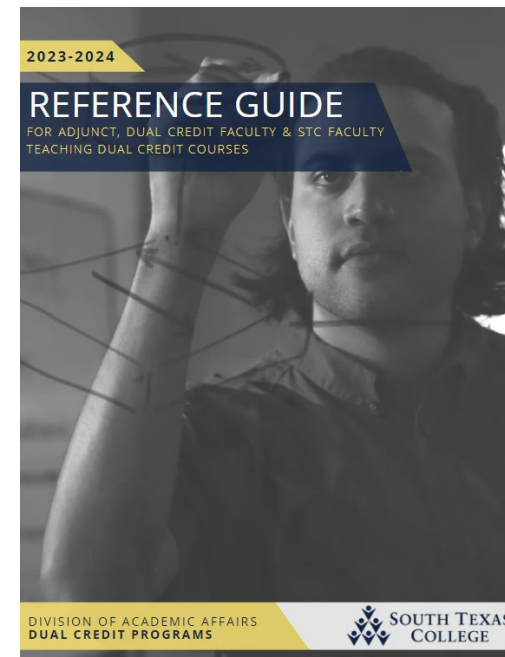
Dual Credit Programs Manuals & Reference Guides



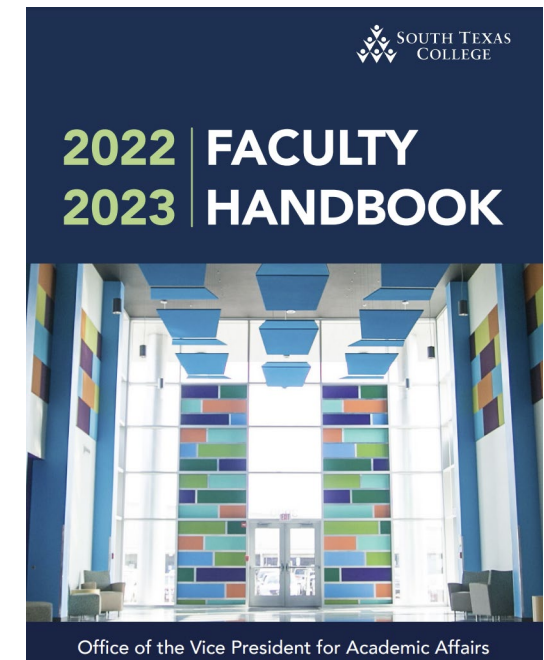
Dual Credit Programs
Instructional and Quality Standards (IQS) Manual:
Academic Affairs Division



Dual Credit Programs
Enrollment and Support Services Manual: Student Affairs
and Enrollment Management
Division



Reference Guide for Adjunct
Dual Credit Faculty & STC
Faculty Teaching Dual Credit
Courses



South Texas College
Faculty Handbook





Interlocal Agreement **Reminders**

Interlocal Agreement - *Highlights*



Institutional Agreement includes:

- Academic Policies & Procedures
- Student Enrollment & Support Services
- Finance Support Services
- Data Sharing
- Human Resources, Data Privacy & Sharing Agreement

Timeline:

Effective August 22, 2023 to August 22, 2024

Dual Credit Faculty

Supervision & Evaluation

In accordance with the standards established by the State of Texas and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC):

- Each approved Dual Credit Faculty will be supervised by the College's respective department chair or designee
- Each approved Dual Credit Faculty will be evaluated and monitored to ensure the quality of instruction and compliance with the College's policies and procedures



Dual Credit Faculty

Expectations: Reporting & Attendance

- Dual Credit Faculty will submit all required reporting documents such as rosters, learning outcome results, syllabi/section outlines, and grades by the deadlines set by the College.
- Dual Credit Faculty teaching dual credit courses are required to check their class rosters during the first week of classes by accessing Starfish through JagNet to make sure that all students attending the class are enrolled in the dual credit course and are required to refer any students not on the roster to the appropriate School District counselor and the Dual Credit Enrollment Services Department.
- Any student not listed on the roster by the 12th day of class (Census Day) will not be enrolled in the dual credit course.



What should a DCF cover the first class days with their dual credit students?



Dual Credit Faculty

Responsibilities

This IA recognizes the unique and sometimes challenging position of Dual Credit Faculty. Nevertheless, although Dual Credit Faculty are full-time employees of the School District where they teach College courses(s), Dual Credit Faculty shall follow all applicable College policies during dual credit instructional time.

- Accordingly, Dual Credit Faculty are expected to fulfill their responsibilities as Dual Credit Faculty while also complying with the expectations and policies of their School District and Principal.



Dual Credit Faculty

Expectations: *Academic Assistance*

- College Faculty and Dual Credit Faculty teaching college-level courses are expected to communicate with students who need academic assistance and direct them to the appropriate College or School District support services.
- The College provides students access to college resources and support services at no cost.



Can DCF inform parents of grades, behavior or progress? If not, how can the DCF work with the Counselor to support the student?



Dual Credit Faculty

Expectations: **Student Support**

**GET
COLLEGE
READY!**

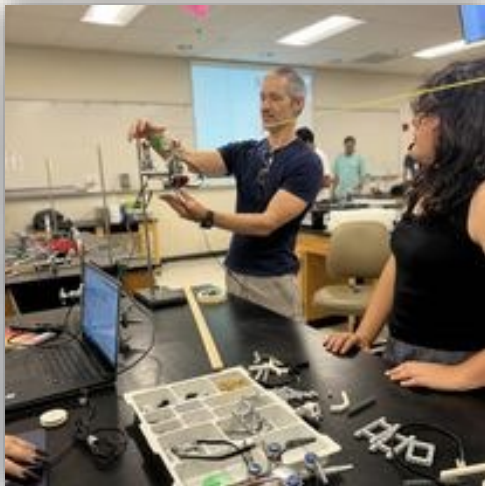
Real Time Access to Dual Credit
College Readiness Resources



SCAN ME FOR MORE INFORMATION

- Dual Credit Faculty shall treat students equally and should not use unreasonable measures to help a particular student who:
 - Is failing the course due to the student's classroom performance
 - Lack of participation and/or excessive student absences

Facilities



- School District offering **Science or Career and Technical courses** will meet all applicable laboratory safety standards and obtain and install all material/equipment required to meet such standards prior to first class day.
- School District shall ensure proper maintenance of all lab material/equipment that is used for the College courses offered by the School District in a manner which complies with the College's program requirement.

Teaching **Environment**

Dual Credit College Class

In Session



Please DO NOT Disturb

Every Dual Credit Classroom should display the ***“Dual Credit Class In Session”*** sign on their door.

These are provided by the Dual Credit Programs Office but can be obtained can also be downloaded from the STC Website at



Academic Instructional **Calendar**

Dual credit classes will follow the College Academic Calendar

- **Exceptions** may be arranged through collaboration between the College and the School District. When the requested exception involves the Final Exam Schedule for full semester classes, the College Department Chair and Division Dean will be involved in any decision. The College requires that the Division Dean approve any exception.
- **Notification of conflicts** between mandatory State testing and final exams must be made well in advance of final exams.
- College courses and exams should take reasonable priority over School District activities.



Interlocal Agreement

Student Enrollment

- **Dual Credit Sections**

- Dual credit sections assigned to an STC Faculty and/or Dual Credit Faculty must have a minimum of:
 - Ten (10) students enrolled in Academic sections and
 - Seven (7) in Career Technical Education sections
- Dual credit sections with less than the minimum enrollment will be cancelled by the advertised semester deadline.



Student Support Services

STARFISH



- Will provide the following Starfish Early Alert Surveys:
 - Fall 2023 and Spring 2024: First Week Attendance Verification, and two Progress Surveys (Weeks 5-6 & Weeks 11-12)
 - Summer 2024: First Week Attendance Verification, and one Progress Survey (Week 3)

Interlocal Agreement

Counseling & Student Accommodations

- The School District will **provide classroom accommodations for dual credit students**. If the class is taught at the high school by a high school Dual Credit Faculty, the School District's high school will be responsible to provide the classroom accommodations.
- If the class is taught by a College Faculty at the high school, the **College Counselor will coordinate class accommodations** with the high school Special Education Counselor.
- The School District will be responsible for implementing policies and procedures to enable students to identify disability needs and to provide academic accommodations for dual credit students.
- Students are not eligible to receive and/or otherwise utilize Individual Education Plans (IEP's) in Dual Credit courses.



Textbooks

- DCF are expected to use **approved textbooks** as reflected in the Dual Credit Textbook Adoption List during the dual credit course.
- The Dual Credit Textbook Adoption list is **reviewed and updated annually** by College Department Chairs and lists the textbooks, lab manuals, and supplemental materials approved for use in Dual Credit courses. These are the adoptions supported by the IA, and any exceptions should be discussed and agreed upon by the School District, the College Department Chair, and the Dean of Dual Credit Programs and School District Partnerships
- The College will consider the use of **free or low-cost open educational resources** in courses offered under the program for School District.
- **Spreadsheet Available Online**
<https://www.southtexascollege.edu/dual/isd-partners/files/textbook-reference-guide.pdf>



Textbooks

- According to the established IA, College-approved textbooks purchased by the school district, as required for a college course, are **allowed to be used for four (4) years**. Department Chairs **may request a change of textbook earlier than four (4) years**, if the textbook is for a technology-based course, or with **reasonable justification**.
- A **new textbook adoption** needs to be communicated by the STC Department Chair to STC's Dual Credit Programs by **the 1st of March of each year**.



Can a DCF select their choice of OER or Textbook for the assigned course?





Faculty **Support**

Faculty Expectations

- **Address any concerns** regarding students
- **Communicate Issues** and/or Concerns with Department Chair
- Ensuring Textbook, Access Cards and Materials are issued by first class day
- Notify Department Chair Absences/Substitutes/FMLA
- **Attendance vs. Enrollment:** Review Rosters
- Setup instructor **Starfish profile** and encourage students do so as well
- Create a **college going culture**



Center for Learning Excellence

- **Observation by Department:**

- Dual Credit Students working with Tutors in the online space request to fulfill a required attendance component for Dual Credit Faculty.
- Students are not prepared for sessions and don't engage in the process. Students sitting in the session without having actual work to complete with a tutor rather to receive attendance verification.

- **Moving Forth/Recommendations:**

- If a student does not actively engage in the tutoring process, the tutor will end the session with no attendance verification.
- Ask Dual Credit Faculty to assist in educating students on how to prepare for a meeting a tutor and actively engage in the session.
- If tutoring is a required part of the course grade, make interim checkpoint deadlines and an earlier final date to spread the demand.



Questions?





Safety **Protocols**

COVID Protocols



- **Dual Credit Student:**

- A Dual Credit Student who may have been **exposed or has tested positive** for a communicable disease, should **complete the Student COVID-19 Reporting Form**.
- During the exclusion period determined by the district, the assigned STC Faculty and/or Dual Credit Faculty must **provide the course material** for the dual credit student via the approved College's Learning Management System, **Blackboard**.

COVID Protocols

- **Dual Credit Faculty and STC Faculty assigned to teach Dual Credit Courses:**
 - All Dual Credit Faculty and STC Faculty **must have successfully completed the STC Distance Learning Certification(s)** in compliance with STC Policy 3111 and Policy 4411 regarding Faculty Readiness for Instructional Continuity.
 - Prior to first class day, Dual Credit Faculty and STC Faculty will **ensure that their Blackboard Course Shell is updated** with the required course material for the Fall 2022 dual credit courses.
 - Should it be determined that a dual credit student must adhere to an exclusion period, **course material must be provided** via the approved College's Learning Management System, **Blackboard**.
 - A Dual Credit Faculty or STC Faculty who may have been **exposed or has tested positive** for a communicable disease, should **complete the Employee COVID-19 Reporting Form**.



COVID Protocols

Should a Dual Credit Faculty or STC Faculty be **unable to teach, course arrangements** must be made by contacting the South Texas College **Department Chair** prior to an absence. In accordance with STC Policy, the Texas Higher Education Coordinating Board, and Accreditation requirements, please be advised of the following procedures:

- **Dual Credit Faculty Absence** - The Department Chair must approve any substitute, and the substitute's documentation forwarded to the Academic Dean.
- **STC Faculty Absence** - The Department Chair will communicate with the Dean for Dual Credit Programs regarding an approved substitute, which will be provided for the partnering school district.





Upcoming Events

Dual Credit Programs

PREPARE TO BECOME A
DUAL CREDIT FACULTY WITH
SOUTH TEXAS COLLEGE

Saturday, September 9, 2023 | 8:30 AM-12:00PM

SOUTH TEXAS COLLEGE

Pecan Campus

Building U | Student Union | Second Floor

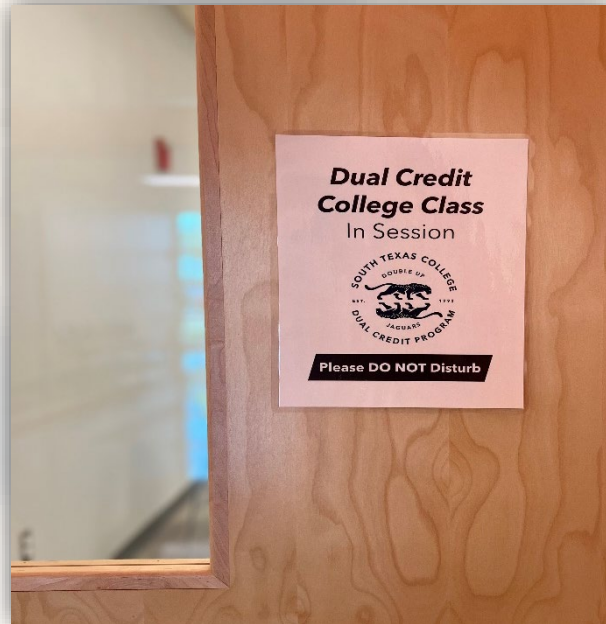
3201 W Pecan BLVD.

McAllen TX 78502

For more information, please contact Dual Credit Programs at
stcdual@southtexascollege.edu



Dual Credit Program **Swag**





THANK YOU!

#STCdoubleup

#STCdualcredit

