Dual Enrollment Agenda 8/23/25

**NACEP’s Faculty Standard 3**

* Expectations 1:00pm- 1:15pm
  + As per NACEP, all dual enrollment courses must be taught the same way and with the same expectations as teaching it on our STC campus.
  + Students and Instructors of misconduct will be reported directly to our Dual enrollment Dean.
  + All classrooms, Labs, Computer area, or any other area exposed to dual enrollment students that are in our HVAC must be kept organized and clean.
  + STC will request new Tools, materials, or equipment that must be obtained by the dual enrollment school district running dual enrollment courses at their site.
  + Any activities outside the classroom related to HVAC dual enrollment students would have to be approved by the department chair.
  + Completing [Starfish](https://academicaffairs.southtexascollege.edu/starfish/#faculty) Reports by the advertised deadlines I will be sending you an email reminder to when the date line is.
  + Reminder to check their STC Email within 24-48 hours
* Absences 1:15pm- 1:20pm
  + If a dual enrollment instructor is absent, they must inform both the coordinator and CC the chair.
  + Substitutions will have to be from someone approved by STC with the same credentials being substituted.
* Trainings / Meetings 1:20pm- 1:30pm
  + Program meeting
  + Onsite (STC) trainings
  + Certifications
  + Third party Trainings

(All training, meetings, and certifications will be communicated ahead of time.)

* Blackboard 1:30pm- 2:30pm
  + Grading book
  + Master shells
  + Syllabus
  + STARFISH
* Copilot 2:30pm – 4:00pm
  + Introduction Copilot
  + How it works
  + How to use it
  + Videos