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